

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Service

POSTHOLDER:

SECTION: Inclusion Learning and Achievement

GRADE:

POST DESIGNATION: STEPS Specialist Dyslexia Tutor/Assessor (non QTS) (OCR level 7)

Purpose of Job:

1. To develop inclusive practice in Greenwich schools meeting the needs of children with Dyslexia.
2. To develop practice and support the best outcomes for children with Dyslexia in mainstream schools through specialist dyslexia and literacy assessments and intensive specialist 1-1 specialist teaching, outreach support in schools
3. To be a part of the support and mentoring systems for specialist dyslexia tutor/assessors in training and in role within the STEPS team.
4. To organise, plan and lead parent support groups for families of pupils with dyslexia along with other Dyslexia teachers.
5. To promote the inclusion of pupils with Specific Learning Difficulties, through termly sessions for school staff

Main Duties:

1. To assess pupils for dyslexia and write full diagnostic reports
2. To promote the inclusion of pupils with SEN and literacy and maths difficulties in mainstream schools.
3. To deliver intensive 1-1 specialist teaching, intensive small group teaching, feeding back on literacy, handwriting and maths assessments and modelling dyslexia teaching techniques to teaching assistants, so they can be carried on in school.
4. To work with other service agencies involved with the child and family such as Speech and Language Therapy and Educational Psychology to ensure collaborative multidisciplinary practice.

5. To attend regular service staff meetings and undertake regular supervision
6. To keep up to date with current evidence-based practice developments and research in literacy and maths to ensure that interventions are as effective as possible.
7. To attend, participate and provide reports for relevant meetings e.g. multi-disciplinary and annual reviews with support from service leaders/specialist teachers.
8. To assess the learning needs of pupils with literacy and maths difficulties and provide accurate and objective feedback and reports within the frameworks set by the governing bodies, in order that they can be used for a range of purposes including exam dispensations.
9. To demonstrate dyslexia and literacy lessons to mainstream colleagues when required
10. To liaise with parents so they are fully informed about their child's assessment, progress and can carry on ideas within the home setting.
11. To promote the use of ICT as appropriate to support in literacy and maths teaching,
12. To provide advice, guidance and support to mainstream staff
13. To be a part of the team providing induction and mentoring of dyslexia tutors/assessors in training and in role
14. To regularly lead parent sessions focusing on supporting and understanding of Specific Learning Difficulties
15. To regularly hold 'surgeries' for school staff working with pupils with a range of Specific Learning Difficulties
16. To participate in the sourcing and development of new inclusive teaching resources for the service and develop resource packs for schools targeted by the outreach team, tailored to the needs of individual children
17. To undertake any other work appropriate to the level and general nature of the post's duties.
18. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.
19. To have due regard to the services aims and objectives and any LA policies. To share in the corporate responsibility for the care, well-being and discipline of all pupils, and for the health and safety of pupils and staff, carrying out all duties within the framework of the Greenwich Equal Opportunities Policy

Designation of the Post to which the Post-Holder normally reports to:

STEPS QTS Specialist teacher

