

**ORGANISATION PROFILE**

Join a rapidly growing organisation that has over 250 full-time employees and operates from 14 centres and other locations in Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

DAS International Services Ltd is a subsidiary of DAS and provides services for clients outside of Singapore.

DAS International aims to provide holistic assessment and professional tutoring services to students in the region who have a range of Specific Learning Differences, behavioural difficulties and developmental disorders, so that they can achieve and reach their full potential. This service is delivered through a multi-professional team of qualified and registered Educational Psychologists, Speech-Language Therapists and Specialist Teachers. The level of service provided to individuals and schools in the region is of the highest standard through using up-to-date and evidence-based resources.

**JOB DESCRIPTION**

Position	Specialist Tutor (flexi scheme)
Division/Branch	DAS International

We are looking for individuals with a passion in teaching children but are not able to commit to a full time job. Candidates must be able to commit to a minimum of 8 teaching hours per week. All candidates must be registered with the Ministry of Education (MOE) before they can start teaching at the DAS.

**About our Specialist Tutoring Programme**

Specialist Tutoring aims to motivate the young mind to develop a love of learning to become happy, successful and independent learners.

Specialist tutoring is offered on a one-to-one basis, small group basis and even through online tutoring. It is tailored to meet the profile of the children through the Individual Education Plan (IEP) and takes a problem solving approach that targets individual needs. Our ultimate aim is to help our students cope or even perform well in their Ministry of Education (MOE) Singapore schools or International schools.

Specialist Tutors work with children who may have a Specific Learning Difficulty (SpLD). This could include teaching children with mild to moderate learning difficulties, specific learning difficulties such as dyslexia, hearing or visual impairment, children with emotional or behavioral problems, and children with autism. However, some students may simply be struggling to keep up with a fast paced curriculum. Specialist Tutors work closely and meet up regularly with parents to give feedback, advice and encouragement for their child’s individual learning needs.

**The duties of a Specialist Tutor include**

- Creating a dynamic curriculum for individuals in consultation with the Head of DAS International.
- Preparing lessons and resources.
- Teaching individuals and/or small groups of students.

- Developing and adapting conventional teaching methods to meet the individual needs of students.
- Using special facilities, such as audiovisual materials and computers, to stimulate interest in learning.
- Conducting ongoing formative and summative assessments for students.
- Consulting, if required, with Speech-Language Therapists and Educational Psychologists.
- Liaising closely with parents.
- Liaising with international schools.
- Updating and maintaining records on students' progress.

### TRAINING PROVIDED

The DAS places great emphasis on providing a professional service. For Specialist Tutors, training may vary depending on factors such as qualifications and experience. Some of the courses Specialists Tutors may be required to attend are:

- Professional Certificate Course in Individual Education Plans (IEP) Planning for SpLD Learners. Practicum is a required component of the training.
- Certificate in Dyslexia Studies and Specialist Diploma in Learning Support for SpLD.

The DAS will fully sponsor the course fees for the training. In view of the sponsorship, there is a 2-year minimum service period (MSP).

While the DAS is invested in providing training and support, Specialist Tutors are expected to invest their personal time for the training and other matters such as attending lectures, completing the necessary course work and preparing lesson plans for the classes they are teaching.

### MINIMUM SERVICE PERIOD

In view of the full sponsorship by the DAS for the training course fees, there is a 2-year minimum service period (MSP) that Specialist Tutors have to serve. The MSP will start from the date of the first teaching class.

Compensation to the DAS is payable should the Specialist Tutor not fulfil the MSP obligations.

During this 2-year MSP, Specialist Tutors are expected to fulfil 640 teaching hours (at a minimum of 8 hours per week).

### COMPETENCIES

#### Personal Competencies (Core) :

- Positive learning attitude
- Great drive and initiative
- Passionate in working with children of all ages

#### Technical Competencies (Skills) :

- Microsoft Office

### REQUIREMENTS

#### Education:

- Degree from a recognised university
- A professional teaching qualification and additional qualifications in the area of Specific Learning Differences

#### Experience:

- At least 3 years experience teaching children with Special Educational Needs
- Relevant teaching experience in International Schools will be an asset

#### Other Skills & Knowledge:

- Excellent command of English
- Good oral and written communication skills with parents and children
- Good classroom management skills
- A creative approach in exploring new ways to

		<p>help students make good progress</p> <ul style="list-style-type: none"> <li>• Knowledge of a range of literacy programmes will be advantageous</li> </ul>
<b>WORKING HOURS</b>		
<p>In view of the demand for classes on weekday afternoons and nights, Saturdays and Sundays, Specialist Tutors must note that they will be more effective if they are prepared to work flexible hours when our clients are available.</p>		
<b>WORK VENUE</b>		
<p>Specialist Tutors will be expected to work at the DAS Learning Centres requiring Specialist Tutoring, or provide in-school support at the International Schools.</p>		
<b>SALARY AND BENEFITS</b>		
<p>Successful candidates will be paid between S\$50 to S\$70 per hour depending on relevant qualifications and teaching experience. These rates are for teaching hours only, and hours for lesson preparation and training will not be paid.</p>		
<p>Hours spent on visits to International Schools will not be paid as this is part of building relations with the student and teacher.</p>		
<p>Specialist Tutors will receive benefits such as medical coverage for outpatient treatment, pro-rated leave entitlement for sick leave, maternity and childcare leave (subject to meeting prevailing eligibility criteria) and variable bonus.</p>		
<p>Specialist Tutors will enjoy a 50% discount to attend fee-charging DAS activities including DAS Academy workshops and courses, DAS conferences etc, where deemed relevant by the organisation.</p>		
<b>OPPORTUNITY TO JOIN THE REGISTER OF EDUCATIONAL THERAPIST (ASIA) [RETA]</b>		
<p>The DAS has initiated the setting up of a Register of trained and experienced professional tutors and therapists who specialise in supporting individuals with dyslexia and/or related specific learning difficulties. The Register is guided by a steering committee which comprises senior DAS staff and individuals working in the private practice and other educational bodies. The Register will provide public recognition of professional training and competence for members. Sessional Specialist Tutors will have the opportunity to sign up with RETA (<a href="http://www.reta.sg/">http://www.reta.sg/</a>) once they have attained the necessary training and experience.</p>		
<b>APPLICATION DETAILS</b>		
<p>All interested applicants are to submit the following as part of their application</p> <ol style="list-style-type: none"> <li>1. DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website)</li> <li>2. Resume</li> </ol> <p>Email the above submissions to <a href="mailto:jobs@das.org.sg">jobs@das.org.sg</a>  <b>Only complete applications (with the above 2 items) will be considered.</b></p> <p>Only shortlisted candidates will be contacted.</p>		