



The
University
Of
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Specialist SpLD/Dyslexia Tutor

Professional Services
English Language Teaching Centre



Overview

You will prepare and deliver one-to-one tutorial support and small group teaching for students with specific learning difficulties, provide staff training in related issues across the university and work alongside other stakeholders to enhance SpLD/dyslexic student participation.

Person Specification

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

Criteria		Essential	Desirable
1.	Have a first degree in a relevant discipline (or equivalent experience).	X	
2.	Have a recognised postgraduate qualification, or equivalent experience, in specialist teaching and assessing in SpLDs/dyslexia which entitles the holder to apply for Associate Membership of the British Dyslexia Association (AMBDA).	X	
3.	Have Qualified Teacher Status (or extensive teaching experience)	X	
4.	Experience of providing specialist SpLD/dyslexia tutorials to the post-16 age group.	X	
5.	Knowledge of the needs of students with SpLD/dyslexia in Higher Education and the appropriate strategies for study at this level.	X	
6.	Experience in administering SpLD assessments with post-16 age-group.	X	
7.	Knowledge of relevant systems, policies, legislation and quality standards.	X	
8.	Ability to construct a suitable individual learning plan for each student based upon the student's psychological assessment, needs assessment and initial interview.	X	
9.	Ability to construct schemes of work/multi-sensory learning programmes based upon student need.	X	
10.	Ability to understand and adapt specialist tutorials according to the academic requirements of particular departments.	X	
11.	Ability to apply SpLD/Dyslexia theory and the theories of multi-sensory teaching to practice.	X	
12.	Knowledge and experience of Assistive Technology.	X	
13.	Ability to prepare, administer, interpret and write up SpLD diagnostic assessments with post-16 age-group.	X	
14.	Expertise to design and deliver lectures and tutorials on SpLD-related topics at post-graduate level.	X	
15.	Ability to use careful questioning and discussion with students to identify strengths, difficulties and needs.	X	
16.	Ability to work effectively within a team.	X	
17.	Excellent writing skills.	X	
18.	Ability to communicate a student's needs and profile to other bodies and individuals as required.	X	
19.	Ability to prioritise and organise own work timetable productively to	X	

	existing guidelines.		
20.	Excellent IT skills	X	
21.	Accurate and timely record keeping.	X	
22.	Have a postgraduate degree in a relevant discipline.		X
23.	Experience of providing online SpLD/dyslexia tutorials in a Higher Education context.		X
24.	Experience of providing online SpLD/dyslexia support for students.		X
25.	Have demonstrable EFL or EAP teaching experience and qualifications.		X
26.	Experience of working with academic staff and other student services to develop support networks and improve practice.		X
27.	Ability to create and develop e-learning and online support materials.		X
28.	Ability to create and deliver staff development sessions on SpLD/dyslexia to University staff and students.		X

About the Team

You will join a small team of specialist tutors. As the team is part of the English Language Teaching Centre (ELTC), an ability to contribute to other ELTC roles is desirable. (www.sheffield.ac.uk/eltc)

Job Description

Main Duties and Responsibilities

- Work with a caseload and provide one to one specialist tutorials for home students international students with SpLDs/dyslexia as well as students who have additional academic needs without a formal SpLD identification.
- Contribute to the delivery of drop-in tutorials for students who are awaiting DSA funding.
- Draw up individual learning plans, schemes of work and design multisensory learning programmes with students as appropriate.
- Keep accurate case notes and records to provide information on student progress as required.
- Contribute to the development of the tutorial team, and to work with other tutors, staff and services to promote and expand the service within the university in line with the University's position on student-centred learning and civic responsibility.
- Provide information, advice and training to University staff in relation to support of students with SpLDs, and reasonable adjustments.
- Undertake occasional SpLD assessments for staff, as part of the Staff SpLD Support Service.
- Undertake one to one specialist tutorials with staff members who experience SpLDs, as part of the Staff SpLD Support Service.
- Liaise with staff in academic departments, the Disability and Dyslexia Support Service , the 301 Student Skills and Development Centre, other student support services in the University, and external agencies, as necessary.
- Undertake ongoing, specific, self-directed and structured reflection upon teaching practice.
- Undertake continuing professional development and training in line with the guidance from the British Dyslexia Association (BDA) and the Professional Association of Teachers of Students with Specific Learning Difficulties (PATOSS) and as part of the requirements for quality assurance as stated by Business and Innovation Services for access to government funding.
- Attend regular team meetings and staff meetings.
- Fulfil other duties necessary for the smooth running of the English Language Teaching Centre, as agreed with the Director and/or programme leaders.

- As a member of our Professional staff you will be expected to demonstrate a commitment to the professional behaviours set out in the Sheffield Professional Framework. Please follow this link for further information: [Sheffield Professional Framework](#).
- As a member of staff you will be encouraged to make ethical decisions in your role, embedding the University sustainability strategy into your working activities wherever possible.
- Any other duties, commensurate with the grade of the post.

Reward Package

Terms and conditions of employment: Will be those for Grade 7 staff.

Salary for this grade: £31,866- £40,322 per annum pro-rata. Potential to progress to £44,045 per annum through sustained exceptional contribution.

This post is open ended.

This post is part-time:

Working 4 days per week (80%) term-time only, 39 weeks inclusive of annual leave. Working pattern to be agreed.

If you join the University you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping and cinema discounts.



To find out more visit www.sheffield.ac.uk/hr/thedeal

The University is committed to tackling the global climate emergency. Our sustainability strategy forms an integral part of all we do. We strive to embed this in all areas of university life, from our students' education, the globally impacting international research we contribute, to campus life.

We aim to empower staff to work sustainably by giving them the knowledge to make ethical decisions at work and home. Staff have the opportunity to be involved in impactful sustainability projects through the nationally recognised Green Impact scheme.



Staff have access to excellent green benefits including the cycle to work scheme with discounts and free secure bike storage, as well as many greener choices across campus.

If you have an interest in this area, the university will strive to passionately support you in these commitments. Check out www.sheffield.ac.uk/sustainability for more information.

The University of Sheffield recognises the importance of creating a positive environment, whereby all staff feel able to talk openly and with trust about wellbeing and mental health.

Our Staff Wellbeing offer, encourages and supports staff to maintain their own positive health and wellbeing through a range of accessible, inclusive and supportive services and activities.

To find out more visit www.sheffield.ac.uk/hr/wellbeing

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

To find out more visit www.sheffield.ac.uk/hr/sld/lmdevelopment

Inclusion at Sheffield is everyone's responsibility. Our vision is to build a University community that actively attracts, engages and develops talented individuals from many different backgrounds.



We are proud of our award-winning equality, diversity and inclusion action, and 90% of staff tell us they are treated with fairness and respect (staff survey 2018). We continue working to create a fully inclusive environment where everyone can flourish.

To find out more visit www.sheffield.ac.uk/inclusion

We are the only university to feature in the Sunday Times 100 Best Not-for-Profit organisations to work for 2018. In our staff survey (2018) 92% of staff said they were proud to work for the University and 83% of our staff would recommend the University as an excellent place to work. To find out more about what it's like to work here visit remarkable.group.shef.ac.uk

Selection – Next Steps

Closing date: For details of the closing date please view this post on our web pages at www.sheffield.ac.uk/jobs

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

Full details will be provided to invited candidates.

For more information on our application and recruitment processes visit www.sheffield.ac.uk/jobs/info

Informal enquiries

For informal enquiries about this job and the recruiting department, contact: Vicky Cartledge-Mann on v.e.cartledge-mann@sheffield.ac.uk or on 0114 222 1792.

For administration queries and details on the application process, contact the lead recruiter: Sara Narayan on s.l.narayan@sheffield.ac.uk or on 0114 222 1798

For all online application system queries and support, visit: www.sheffield.ac.uk/jobs/applying

Criminal records check

Please note that as this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check will be required for the appointee. We encourage applicants to provide details of any criminal offences at an early stage in the application process. As such, if you have any unspent or spent convictions or cautions and are invited to interview for this post, you are required to provide details of your convictions in confidence in advance of the interview. Applicants should provide details via email to the Associate Director of HR, Mr Robert Gower, at r.c.gower@sheffield.ac.uk. Along with details of the conviction, please also include the job reference number, job title and the name of the department in which the role is based. This information will be treated as strictly confidential and will only be considered if you are invited to interview for the post.

If you fail to accurately disclose information about your criminal record status, this may lead to an offer of employment being withdrawn. Any offer of appointment will be subject to the University being satisfied with the outcome of the check, in accordance with our Policy on the Recruitment and Employment of Ex-Offenders.

If you have been barred from working with children or vulnerable adults by the Disclosure and Barring Service, it is a criminal offence to apply for a post involving regulated activity with children or vulnerable adults. Regulated activity involves contact of a specified nature. If you are unsure if you may apply for this post for this reason, then please contact Peter Wright at p.g.wright@sheffield.ac.uk in Human Resources for further information.

Creating a remarkable place to work

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

We are consistently ranked in the top 100 of the world's universities, but there's so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University of Sheffield a remarkable place to work.

Learn more [here](#).