

## DYSLEXIA ASSOCIATION OF SINGAPORE

### ORGANISATION PROFILE

Join a rapidly growing organisation that has over 300 full-time and flexi scheme employees and operates from 12 centres all over 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 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 Teachers – Flexi Scheme |
| Division/Branch | DAS International                  |

We are looking for individuals with a passion in 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, and respond at short notice to cover classes at the different DAS learning centres. They must be able to commit to this arrangement for a minimum of two years. 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 Teachers 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 Teachers 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 Teacher 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 individuals needs of students.
- Using special facilities, such as audio visual 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 student’s progress.

**TRAINING PROVIDED**

The DAS places great emphasis on providing a professional service. For Specialist Teachers, 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 full sponsorship by DAS for the initial training, a Bond or Minimum Service Period (MSP) will apply.

While the DAS invests in providing training and support, Flexi STs are expected to invest their personal time to attend training and other matters such as meetings, completing the necessary course work and preparing lesson plans for the therapy sessions they are conducting.

**MINIMUM SERVICE PERIOD**

In view of the full sponsorship by the DAS for the training course fees, a Bond or Minimum Service Period (MSP) will apply. The length of the MSP is 640 teaching hours which normally takes two (2) years to attain.

Compensation to the DAS is payable when the Flexi STs do not fulfil the MSP obligations.

**COMPETENCIES**

**Personal Competencies (Core) :**

- Communication and Interpersonal skills
- Positive learning attitude and pleasant disposition
- Passionate in working with children of all ages

**Technical Competencies (Skills) :**

- Microsoft Office
- Google Applications

| <b>REQUIREMENTS</b>   |  |   |
|---|--|---|
| <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Degree from a recognised university</li> <li>• A professional teaching qualification and additional qualifications in the area of Specific Learning Differences</li> </ul>  | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 3 years experience teaching children with Special Educational Needs</li> <li>• Relevant teaching experience in International Schools will be an asset</li> </ul> | <p><b>Other Skills &amp; Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Excellent command of English</li> <li>• Good oral and written communication skills with parents and children</li> <li>• Good classroom management skills</li> <li>• A creative approach in exploring new ways to help students make good progress</li> <li>• Knowledge of a range of literacy programmes will be advantageous</li> </ul> |
| <b>WORKING HOURS</b>  |  |   |
| <p>Flexi STs are expected to conduct their classes on weekday afternoon and evenings up to 9 pm, and on Saturdays or Sundays during MOE school terms. They are expected to teach a minimum of eight (8) hours a week.</p>   |  |   |
| <p>They may also be called upon to respond at short notice to cover classes at the different DAS learning centres.</p>  |  |   |
| <b>WORK VENUE</b>   |  |   |
| <p>Flexi STs must be willing to travel to different DAS learning centres around Singapore. They must expect to work from any of our 12 learning centres in Bedok, Bishan, Chua Chu Kang, Jurong Point, Parkway Parade, Henderson, Rex, Sengkang, Serangoon, Tampines, Woodlands and Yishun.</p>   |  |   |
| <b>SALARY AND BENEFITS</b>  |  |   |
| <p>Successful candidates will be paid on hourly rate (negotiable) depending on relevant qualifications and teaching experience. These rates are for teaching hours only, and hours for lesson preparation, lesson observations and training are part of teaching and are not remunerated separately. Hour spent on visits to International Schools will not be paid as this is part of building relations with the student and teacher.</p>   |  |   |
| <p>Other benefits include medical coverage for outpatient treatment by general practitioners (GP) and specialists and hospitalization, pro-rated leave entitlement for sick leave, hospitalisation leave, maternity and childcare leave (subject to meeting prevailing eligibility criteria).</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 - <a href="https://das.org.sg/careers-at-das/positions-available/">https://das.org.sg/careers-at-das/positions-available/</a>)</li> <li>2. Resume</li> </ol> <p>Email the above submissions to <a href="mailto:jobs@das.org.sg">jobs@das.org.sg</a> by 30 April 2024<br/> <b>Only complete applications (with the above 2 items) will be considered.</b></p> <p>Only shortlisted candidates will be contacted.</p> |  |   |