

## DYSLEXIA ASSOCIATION OF SINGAPORE

### 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.

### JOB DESCRIPTION

Position	Trainee Educational Therapist – Flexi scheme
Division/Branch	Main Literacy Programme, English Language & Literacy (ELL) Division

We are looking for individuals who wish to teach children with dyslexia but are not able to commit to a full time job. Candidates must be able to commit to a minimum of 6 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.

#### Programmes under the DAS

Children with dyslexia, once assessed by DAS Specialist Psychologists from the SpLD Assessment Services (SAS) Division, are referred to the Main Literacy Programme (MLP) under the English Language & Literacy (ELL) Division. Many children are also referred to DAS by psychologists from MOE, hospitals and private practice. These children attend classes in MOE schools and come to the DAS for additional support after school hours. Students normally come to the 14 DAS learning centres for two hours a week during the regular school term. DAS classes are kept to an average of four students to ensure individual attention can be provided. Our educational therapy is based on the Orton-Gillingham approach and covers a range of literacy skills including phonics, which enables children with dyslexia to learn better and become independent learners. DAS Educational Therapists also meet up regularly with learners' parents to give feedback, advice and encouragement.

#### The duties of DAS Sessional Educational Therapists include

- Conducting lessons in a group setting (4 to 5 students in a class).
- Conducting informal assessments at least twice a year in a group setting.
- Developing teaching methods and instructional materials that meet young learners' varying needs.
- Monitoring the academic progress of the students.
- Writing progress report, sharing information and discussing issues relating to students' learning progress with parents during the school terms.
- Conducting Meet-the-Parents sessions held at the end of each semester (twice a year).

### TRAINING PROVIDED

The DAS places great emphasis on providing a professional service. To help Educational Therapists on the flexi scheme (Flexi EdT) develop as a teacher of children with dyslexia, they will attend a Certificate in Dyslexia Studies course and three weeks of intensive therapist training. As they commence teaching, they will at the same time undergo a six-month mentoring programme, followed by further training culminating in an award at a specialist diploma level (Specialist Diploma in Educational Therapy).

The DAS will subsidise 50% of the cost of the Certificate course and the Specialist Diploma, and the Flexi EdT is required to pay the remaining amount of S\$4,098. The course fees borne by the Flexi EdT

will be reimbursed upon achieving 480 hours of satisfactory teaching with the DAS.

While the DAS is invested in providing training and support, Flexi EdTs 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.

As part of their continuous professional development, Flexi EdTs are highly encouraged to undertake a postgraduate certificate in Special Educational Needs (PGC SEN).

### COMMITMENT PERIOD

In view of the investment in our Educational Therapists on the flexi scheme (Flexi EdTs), they are required to commit to this work arrangement for a minimum of two years (equivalent to teaching 480 hours at a minimum of 6 hours per week). If the Flexi EdT is unable to fulfil this commitment period, they will not receive any reimbursement for the course fees borne by them.

### 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, in any discipline.

#### Experience:

- Relevant background and experience in teaching children with dyslexia will be an asset.

#### Other Skills & Knowledge:

- Strong command of English (written and spoken).
- Ability to work flexible hours including weekday evenings and weekends.

### WORKING HOURS

Educational Therapists on the flexi scheme are expected to conduct their classes on weekday evenings up to 9 pm, and on Saturdays and Sundays during MOE school terms. They are expected to teach a minimum of six (6) hours a week.

They may also be called upon to respond at short notice to cover classes at the different DAS learning centres.

### WORK VENUE

Educational Therapists on the flexi scheme must be willing to travel to different DAS learning centres throughout Singapore. They must expect to work from any of our 14 learning centres in Ang Mo Kio, Bedok, Bishan, Chinatown, Chua Chu Kang, Jurong Point, Parkway Parade, Queenstown, Rex, Sengkang, Serangoon, Tampines, Woodlands and Yishun.

### SALARY AND BENEFITS

Successful candidates will be paid between S\$45 to S\$55 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.

Educational Therapists on the flexi scheme (Flexi EdTs) who teach on weeknights and Sundays will receive an allowance per teaching hour.

Other benefits include medical coverage for outpatient treatment, pro-rated leave entitlement for sick leave, maternity and childcare leave (subject to meeting prevailing eligibility criteria) and performance bonus.

Flexi EdTs 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.

### **OPPORTUNITY TO JOIN THE REGISTER OF EDUCATIONAL THERAPIST (ASIA) [RETA]**

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. DAS Educational Therapists will have the opportunity to sign up with RETA (<http://www.reta.sg/>) once they have attained the necessary training and experience.

### **APPLICATION DETAILS**

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website)
2. Resume
3. A short video describing why they want to join the DAS (see Sections 1 and 2 for submission guidelines).

Email the above submissions to [jobs@das.org.sg](mailto:jobs@das.org.sg) by **15 September 2019**.

**Only complete applications (with the above 3 items) will be considered.**

Only shortlisted candidates will be contacted.

**All shortlisted candidates are required to attend a Preview Session (date to be advised).**

Selected candidates must be able to attend the initial training commencing **2 January 2020**.

### **Section 1: How to attach a video for email**

1. Right-click your video file. Click on "Properties" and look at the size of the file. Many email systems limit you to a file size of about 10 megabytes or less. If your video file is larger than 10 megabytes, see Section 2 below for an alternative sending method.
2. Attach the compressed folder to a new email message and send it to **jobs@das.org.sg**

### **Section 2: How to send large video files**

1. Upload your video file to <https://www.hightail.com> by creating a free account and uploading files not larger than 50 megabytes.

OR

2. Using Youtube to upload video:
  - Sign in to YouTube.
  - Click the Upload link at the top of the page.
  - Select the video you'd like to upload from your computer.You can also record a video from your webcam, or create a video slideshow.

Once the upload is completed, an email will be sent to notify you that your video is done uploading and processing. You can then forward that email to **jobs@das.org.sg**. If you prefer not to receive notification, you can opt out by visiting your email settings.

### **Supported YouTube file formats**

- .MOV
- .MPEG4
- .AVI
- .WMV
- .MPEGPS
- .FLV
- 3GPP
- WebM