

## 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 **struggling learners with dyslexia and other learning challenges**, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

### JOB DESCRIPTION

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

We are looking for individuals who are inspired to teach **struggling learners with dyslexia and other learning challenges** but 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.

#### Programmes under the DAS

**Struggling learners with dyslexia and other learning challenges**, are referred to DAS by psychologists from DAS, MOE, hospitals, and private practice. Teachers and parents too, make direct referrals for their children to attend DAS lessons. DAS provides after school intervention support for students at one of the 12 DAS learning centres for two hours a week during the regular school term. DAS classes are kept small to ensure individual attention can be provided. Our educational therapy is based on the Orton-Gillingham approach and covers a range of literacy skills, which enables **struggling learners with dyslexia and other learning challenges** to become independent learners. DAS Educational Therapists also meet up regularly with learners' parents to give feedback, advice and encouragement.

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

- Conduct lessons in a group setting (up to 8 students in a class).
- Conduct regular progress monitoring and semestral assessments at least twice a year in a group setting.
- Develop teaching plans and instructional materials that meet learners' varying needs.
- Monitor the academic progress of the students.
- Write progress reports, share information and discuss issues relating to students' learning progress with parents during the school terms.
- Conduct 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 ELL Educational Therapists on the flexi scheme (Flexi EdT) develop as a teacher of **struggling learners with dyslexia and other learning challenges**, they **will need to** 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 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, 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).

**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 the Educational Therapists on the flexi scheme (Flexi EdTs) have to serve. The MSP will start from the date of the first teaching class.

Compensation to the DAS is payable should the Flexi EdT not fulfil the MSP obligations.

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

**COMPETENCIES**

<p><b>Personal Competencies (Core):</b></p> <ul style="list-style-type: none"> <li>● Positive learning attitude</li> <li>● Great drive and initiative</li> <li>● Passionate in working with children of all ages</li> </ul>	<p><b>Technical Competencies (Skills):</b></p> <ul style="list-style-type: none"> <li>● Microsoft Office</li> <li>● Online meeting platforms such as Zoom, Google meet etc.</li> </ul>
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**REQUIREMENTS**

<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>● Diploma or Degree from a recognised university, in any discipline</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>● Relevant teaching experience in mainstream schools will be an advantage</li> </ul>	<p><b>Other Skills &amp; Knowledge:</b></p> <ul style="list-style-type: none"> <li>● Strong command of English (written and spoken)</li> <li>● Ability to work flexible hours including weekday evenings and weekends</li> </ul>
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**WORKING HOURS**

ELL Educational Therapists on the flexi scheme are expected to conduct their classes on weekday afternoons and evenings up to 9 pm, and on Saturdays and Sundays during MOE school terms. They are expected to teach a minimum of eight (8) 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

ELL 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 12 learning centres in Bedok, Bishan, Chua Chu Kang, Henderson, Jurong Point, Parkway Parade, Toa Payoh, Sengkang, Serangoon, Tampines, Woodlands and Yishun.

## SALARY AND BENEFITS

Successful candidates will be paid between S\$30.00 to S\$50.00 per hour depending on relevant qualifications and teaching experience. These rates are for teaching hours only, and hours for lesson preparation, lesson observations 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. Flexi EdTs are also entitled to annual incentives upon meeting the prevailing criteria as announced by Management.

Other benefits include medical coverage for outpatient treatment by general practitioners (GP) and specialists and hospitalization, pro-rated leave entitlement for sick leave, maternity and childcare leave (subject to meeting prevailing eligibility criteria) and variable bonus.

## REGISTRATION WITH 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 sign up with RETA (<http://www.reta.sg/>) once they have attained the necessary training and experience.

Flexi EdTs will be eligible to apply for promotion to the next salary scale upon meeting the requirements, including upgraded RETA membership status.

## 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 <https://das.org.sg/careers-at-das/positions-available/> )
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 **20 May 2024**

**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 on 21 May 2024**

Selected candidates must be able to attend the initial training commencing **1 August 2024**

### **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