

Information Sheet

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What is Dyslexia Scotland?

Dyslexia Scotland is a national organisation based in Stirling that represents the needs and interests of people with dyslexia. We aim to encourage and enable children, young people and adults with dyslexia to reach their potential in education, employment and life. We do this through offering high quality services that will inspire and enable dyslexic people to maximise their abilities. The organisation is both a registered Scottish charity (SC 000951) and a company limited by guarantee (No. SC 153321).

What do we do?

Dyslexia Scotland delivers a range of support and services as identified by and on behalf of dyslexic children and adults. We have a network of volunteer-led branches and 3 Adult Networks.

These include:

- A national telephone helpline, Mon – Thurs, 10.00 - 4.30 Mon - Fri 10.00 – 4.00
- A national tutor list and training for tutors
- A national list of approved Assessors (EPs and Dyslexia Specialists) who carry out assessments to identify dyslexia and other associated difficulties
- Dyslexia assessments for children and adults at our premises in Stirling
- A career development service for adults with dyslexia
- Supporting projects for the Scottish Government and other partners:
e.g. [Addressing Dyslexia online toolkit](#) for all teachers; free online [dyslexia training modules](#) for teachers; Count Me In; Dyslexia at Transition; Supporting Dyslexic Pupils in the Primary and Secondary Curriculum; DVD for prisoners with learning difficulties; STUC Guide on Dyslexia in the Workplace
- Website www.dyslexiascotland.org.uk, social media, leaflets and guides
- Young people's website: www.unwrapped.dyslexiascotland.org.uk
- A variety of local services provided through our network of volunteer-led branches
- Three Adult Networks which meet regularly
- Conferences, road shows, workshops and tailored dyslexia awareness training
- Quarterly magazine and a range of services for our members
- A national voice (influencing positive change)

Dyslexia Scotland People – Who are we?

- High profile President (Sir Jackie Stewart OBE) and Ambassadors
- Dedicated Vice President (Julia Trotter MBE)
- Enthusiastic volunteers – on the Board of Directors, Members' Representative Council, as branch chairs, and helping with other parts of our work
- A network of volunteer-led branches across Scotland
- A committed team of 8 paid staff
- Many valued members, supporters and donors

Our vision for the future

In order to inspire and enable those with dyslexia to reach their potential, we aim, as Scotland's national organisation for dyslexia:

Aim 1

To provide and promote high quality services

To provide high quality information, advice, training and support services that inspire and enable children, young people and adults with dyslexia to reach their potential and to encourage other service providers to do the same

Aim 2

To influence and achieve positive change at a national and local level

- a) To work collaboratively towards a united specialist support and campaign body for Scotland to achieve positive change
- b) To support and contribute to research, consultations and projects

Aim 3

To give people with dyslexia an effective individual and collective voice

- a) To develop and expand the role of local and national ambassadors
- b) To support and encourage people to tell their story through appropriate public platforms and the media
- c) To support and encourage people to participate in consultations

Aim 4

To ensure that Dyslexia Scotland is a sustainable, efficient and effective organisation

To ensure that the organisation has the governance, capacity, funding and membership support required to achieve the strategic and operational objectives of the plan.



Dyslexia Scotland
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Administrator (Tutors) – Job Description

Job Title:	Administrator (Tutors) (20 hours per week)
Grade:	SJC Spinal Column Point (SCP) 14, pro rata for 20 hours per week (plus 5% employer's pension contributions)
Tenure:	Permanent (subject to a 6-month probationary period)
Location:	Dyslexia Scotland, Head Office, Stirling
Reports to:	Chief Executive
Annual leave:	20 days pro rata (increasing to 25 days pro rata after 5 years' service)

Job purpose:

- To co-ordinate and administer the National Tutor List
- This job also encompasses specific duties covering the Tutor List and National Helpline, in liaison with administrative team and the Chief Executive

Dimensions

- This post holds no budgetary or line management responsibility.
- Where extra hours are worked (evening or weekend), time off in lieu can be taken within a reasonable time period.

Main areas of responsibility

The Tutor List Administrator's responsibilities include:

1. Co-ordinating Tutor List and recruiting and supporting tutors
2. Organising and attending two Tutor seminars per year
3. Responding to enquiries from Helpline and website
4. Promoting Tutor service and updating Tutor List
5. Providing administrative support for national events including the Education conference and the Annual General Meeting, as part of the administrative team
6. Providing administrative support as part of the administrative team as required

Main Tasks

1. Tutor List and Tutor seminars

- To administer, maintain and promote the database of tutors (100 at present)
- To process tutor applications, arrange and carry out interviews, take up references, provide information on disclosure checks through the Protecting Vulnerable Groups (PVG) scheme
- To maintain secure files, in line with GDPR
- To respond to requests for tutors
- To keep up to date with developments on the PVG scheme
- To maintain and update the tutor induction pack
- To provide ongoing support to all tutors on the Tutor List
- To administer and maintain Tutors' Terms and Conditions
- To organise two tutors' seminars per year (arrange speakers, catering, venue, send out agendas and attend seminars)
- To maintain effective monitoring and evaluation systems for the tutoring service
- To liaise as appropriate with relevant agencies on issues raised by tutors

2. National Telephone Helpline and website enquiries

- To provide advice and support through the Helpline and webchat
- To keep up-to-date on developments within the dyslexia field
- To distribute leaflets/packs etc to enquirers
- To follow up enquiries related to the Tutor list

3. Administrative support

- To provide administrative support within the Head Office
- To meet and greet visitors to the office
- To undertake general administrative duties as required

4. General

- To undertake any other reasonable duties as required by the organisation
- To cover for administrative staff while on leave

Person Specification

The Administrator (Tutors) will have the following experience, skills and qualities:

Specification	Essential	Desirable
Qualifications	- Good standard of education	- National 5, or equivalent, in English - A relevant admin or business qualification
Work Experience, Education and Training	- Previous experience in an administrative role - Competent in the use of Microsoft Office - Telephone Helpline core skills training (or willingness to train) - Experience of recruitment processes	- Experience of working in the voluntary sector - Experience of organising events
Knowledge	- Working knowledge of dyslexia (or willingness to train) - Knowledge of data protection requirements	- Working knowledge of Scottish education system - Up to date knowledge of Disclosure Scotland and the Protecting Vulnerable Groups (PVG) scheme
Personal skills, qualities and attributes	<ul style="list-style-type: none"> • Friendly and helpful telephone manner • Ability to work as part of a team • Active listening skills • Organisational skills • Able to prioritise and organise own workload • Clear written and verbal communication skills 	
Other	<ul style="list-style-type: none"> • Availability to do occasional weekend and evening work 	

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This information sheet aims to answer some of the most frequently asked questions about Dyslexia Scotland's Tutor List Service and how it operates.

How much do tutors charge?

- As all the tutors are self-employed, they have their own scale of charges.
- In our experience, rates range from approximately **£25** to **£45** per hour.
- Tutors will be happy to outline their charges when you contact them.
- Tutors may charge travelling expenses if you stay over a certain distance away from them.

How well qualified are these tutors?

- All potential tutors must be able to demonstrate extensive experience of teaching and supporting people with dyslexia.
- Many of the tutors are registered with the General Teaching Council.
- A number of tutors have additional specialist qualifications.
- Tutors must be members of Disclosure Scotland's Protecting Vulnerable Groups Scheme (PVG).
- Before adding a potential tutor to the list, Dyslexia Scotland will check the tutor's qualifications and PVG Membership; take up references; and interview the applicant.
- When tutors are added to our Tutor List, we agree the age ranges they will support - based on their skills and expertise. Some tutors will have experience of working with all ages; while others will specialise in working with specific age groups - for example:
 - * Primary pupils; Secondary pupils;
 - * College or University students;
 - * Adults in Employment; Unemployed Adults.

What kind of help can tutors provide?

- The support provided will depend on the age and needs of the individual.
- Students may look for help with basic skills such as reading, writing, spelling and maths; or want support with study strategies, time management, organisational skills and exam techniques.
- Adults may want help with specific things such as improving basic skills; time management; sitting theory tests; workplace support; dealing with correspondence and forms

Please note:-Our tutors are **not** subject specialists. They are on our list because of their skills and expertise in providing learning support for people with dyslexia, **not** because they have knowledge of any specific subject.

What do I need to discuss with the tutor?

- Who the tuition is for and the specific kinds of help you would like.
- Where the tutoring will take place. Some tutor prefer learners to come to them, while others prefer to travel to the student.
- The frequency of the tutoring and the length of each session.
- When you first make contact with the tutor, you should discuss any additional help you want with issues which are not related to dyslexia.
- Discuss your requirements fully before you make a final decision.

Is there any funding to help pay for a tutor?

- There is no specific source of funding which will help pay for a tutor.
- Students in Higher Education can apply for Disabled Students Allowance (see www.saas.gov.uk for more information).
- The John Watson's Trust <http://www.wssociety.co.uk/charities/jwt/> awards grants for educational purposes to people under the age of 21. It primarily operates within Edinburgh and the Lothians, but will consider applications from other parts of Scotland.
- Turn2Us <http://www.turn2us.org.uk/> has a Grants Search database with information on over 3,000 charitable funds which offer welfare and educational grants to people who meet specific criteria.

Is there anything else I should know?

- All our tutors are members of Dyslexia Scotland and have the opportunity to attend in-house seminars to keep up-to-date with current issues.
- Dyslexia Scotland acts as a contact service for tutors. We have no financial arrangement with any tutors or outside agencies.
- As the tutors are self-employed, they may have other interests (for example:- they may be teachers or assessors; offer alternative therapies; work for other agencies or run their own business). **Dyslexia Scotland does not endorse or promote any of these outside activities.**