



Job Description

Job Title: Dyslexia Coach

Responsible to: Inclusion Manager

Salary Grade: 4

Key Purpose:

- To provide assessment, support and guidance for learners with dyslexia.
- To provide reports for learners, teachers and awarding bodies re. access arrangements.
- To plan individual learning programmes and support as a result of assessment, review progress and feedback to subject teachers
- To work with curriculum teams and other members of the learning support team to provide strategies and guidance in supporting learners both in the classroom and on a one to one basis.
- To complete documentation to appropriate professional/sector standards.

Responsibilities:

- To act at all times in accordance with school policies especially safeguarding and child protection
- To work flexibly in the interests of the organisation as required.
- To participate in performance reviews and to undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Main Duties:

- 1 To identify and carry out the assessment of students with specific learning difficulties (dyslexia) and produce reports to exam board guidelines
- 2 To plan individual learning programmes and provide support which best meet the learners' needs as determined through the assessment process.
- 3 To complete regular action plans and progress reviews with the learner
- 4 To plan, prepare and adapt materials for learners with specific needs (eg. alternative font, coloured paper, use of specialist equipment) and advise subject tutors regarding these needs where appropriate
- 5 To liaise with the Inclusion manager and exams team with regards to applications for access arrangements

- 6 To provide access arrangements during exams in order to meet individual learner needs eg. act as reader, scribe, prompter
- 7 To maintain good attendance of learners at one to one sessions and liaise with tutors, co-ordinator and other pastoral teams regarding attendance issues.
- 8 To provide pastoral support to learners to ensure their overall health and wellbeing, e.g. providing emotional support, encouragement and building self-esteem.
- 9 To work with the SENCo to identify the most appropriate technology/equipment to meet the needs of individual learners and assist learners in using technology.
- 10 To develop resources to support learners' dyslexia
- 11 To work with curriculum teams to provide strategies to support learners on a one to one basis and classroom basis
- 12 To raise staff and learner awareness of dyslexia
- 13 To keep up to date with current developments in supporting students with dyslexia
- 14 Liaise with schools, parents/carers and universities where appropriate to ensure that support needs are identified early and can be met effectively
- 15 To meet audit requirements by maintaining accurate records of the support provided for learners (recording of hours delivered)
- 16 To ensure learners are aware of the full range of services offered by the learning support department e.g. one to one support, dyslexia support, access arrangements, welfare and careers guidance
- 17 To actively participate in team training events/meetings and share best practice
- 18 To assist and encourage learners with individual needs in their progression routes
- 19 To carry out any other duties commensurate to the post as required by your line manager/ senior manager.
- 20 To occasionally escort and supervise pupils on educational visits and out of school activities.
- 21 In exceptional circumstances you may be required to provide cover for students

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.