

## 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 Therapists – Full Time
Division/Branch	Main Literacy Programme, English Language & Literacy (ELL) Division

Receive training to become a specialist professional - to provide educational therapy and help shape the lives of children with dyslexia who can achieve their true potential in life when given the right guidance and support. Besides teaching language and literacy, choose to also specialise in teaching different programmes that the DAS offers - Mathematics, Chinese, Preschool etc - after the second year of employment.

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.

Additionally, the Specialised Educational Services (SES) division under the DAS provides a variety of programmes such as Mathematics, Chinese, Preschool, Prep2PSLE and Speech & Drama Arts, as well as holiday workshops for the students. Educational Therapists can choose to specialise in teaching these programmes after the second year of employment.

#### The duties and responsibilities of DAS 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).
- Being involved in the conduct of awareness talks and training courses.
- Being engaged in curriculum and resource design and development, action research and pilot studies.
- Any other duties as assigned.

## OTHER AREAS OF INVOLVEMENT

Educational Therapists (EdTs) are also actively involved in the conduct of awareness talks and training courses. These activities are conducted at DAS centres, national libraries, community centres and MOE schools. EdTs are also encouraged to participate in research projects. As a not-for-profit organisation, all DAS staff are expected to take part in fundraising activities as and when required. EdTs with administrative ability may also be called upon to manage the operation of a learning centre, etc.

## SPONSORED TRAINING

The DAS places great emphasis on providing a professional service. To help Trainee Educational Therapists 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).

Educational Therapists (EdTs) will also attend various specialist workshops and in-service training. As part of their continuous professional development, EdTs are required to undertake a postgraduate certificate in Special Educational Needs (PGC SEN).

We encourage all EdTs to explore and we will support relevant further professional development thereafter.

## 3-YEAR BOND

In view of the investment in our Educational Therapists (EdTs), they are required to sign an initial 3-year bond. The training for the Certificate course, Specialist Diploma and Postgraduate Certificate (PGC) will be conducted during the bond period. If the EdT is not able to fulfil the bond obligations, compensation to the DAS is required. EdTs will be required to sign bond extensions if they are recommended and agree to attend further training (beyond the PGC).

## 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 teaching experience in mainstream schools will be an asset.

### Other Skills & Knowledge:

- Strong command of English (written and spoken).
- Ability to work flexible hours including weekday evenings (4 week nights per week) and weekends.

## WORKING HOURS

All DAS staff work 44 hours a week. As the majority of our students attend mainstream schools, Educational Therapists are expected to conduct their classes on weekday evenings up to 9 pm, and on Saturdays and Sundays during MOE school terms. Please note that the above timings may change in the future if client demand so dictates.

## WORK VENUE

Successful candidates 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. Our Educational Therapists need to go where the children are!

## SALARY AND BENEFITS

Successful candidates will receive a competitive starting salary of S\$2,830 per month. Those with good and relevant honours degrees may receive a starting salary of up to S\$3,140. After probation and upon meeting the necessary criteria (if any), they will also receive an annual wage supplement, performance bonus, and other benefits. Staff will be entitled to medical benefits while on probation. Educational Therapists (EdTs) enjoy up to 6.5 weeks of school holidays.

EdTs who teach on weeknights and Sundays will receive an allowance per teaching hour.

Upon completion of relevant postgraduate qualifications, and with at least three years experience in supporting children with dyslexia and making significant additional contributions to the work of the DAS, EdTs will be eligible to apply for promotion to the next salary scale which starts at S\$3,580 per month.

The DAS also awards responsibility allowances, training incentives and sponsorship to deserving staff. A Masters Degree accredited by a recognised UK university and delivered by the DAS Academy (<http://www.dasacademy.edu.sg/>) will also be available to deserving staff.

## 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 **1 November 2020**.

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

Applicants who wish to specialise in teaching Mathematics, Chinese, Preschool etc., please indicate your interest in the position applied for, for example Trainee Educational Therapist (Mathematics).

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 start work from **9 February 2021**.

### **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