



Disability & Dyslexia Service
Specialist One to One Study Skills Tutor
Casual Royal Holloway contract - £34 per hour until 11 June 2021

Applications are invited for the post of Specialist One to One Study Skills Tutor in the Disability & Dyslexia Services Department. You would be working with a small team of Academic Advisers providing study skills support.

Duties and responsibilities

As a specialist tutor you will provide one to one assistance to students with Specific Learning Difficulties (SpLDs) who have DSA funding. You will encourage students, through developing strategies and facilitation, to take responsibility for their own learning.

You will set clear standards and expectations for your sessions and the nature of the help you provide will be in line with the students' learning preferences and will include: time management, organisation, reading and memory strategies, oral communication skills, planning and writing strategies amongst others.

We are ideally looking for someone who is able to offer a minimum of one day per week. Currently support is being offered online through MS Teams so in the short term there is no requirement to be on campus (Egham, Surrey) but this may change in the future when students will be offered the choice of online or face to face sessions.

Please note that this work would be allocated according to demand, so there are no guaranteed hours.

Skills and experience

- * A qualification in supporting students on a one to one basis and experience of working with disabled students in HE
- * Excellent communication, time management, organisational and record keeping skills
- * Excellent IT skills, good knowledge of assistive technology software and use of online meeting tools like MS Teams & Zoom
- * The ability to work flexibly to support students' needs

* Full membership of one of the following professional bodies: ADSHE, PATOSS, BDA, The Dyslexia Guild

* It would also be useful if you hold the necessary mandatory qualifications set out by DfE to provide DSA funded support for students with an autistic spectrum condition.

For an informal discussion about the post, please contact Julie Wright on julie.wright@royalholloway.ac.uk.

To apply please email a CV and covering letter to julie.wright@royalholloway.ac.uk

Please quote the reference: **1175-20**

Interview Date: **TBA**

The College is committed to equality and diversity, and encourages applications from all sections of the community.

