

## Job Description - Workshop Coordinator

The Coordinator is responsible for leading the implementation of the educational programme in accordance with the Science of Reading (SOR), overall administration, communications and for ensuring the Workshop runs in accordance with legal obligations and Dyslexia Association of Ireland (DAI) policies & protocols. The Coordinator reports to National Workshop Manager (NWM). For information on Workshop venues, dates and times: <https://dyslexia.ie/classes/workshop-map/>

### The Coordinator will:

- Organise the timetable and ensure that the Workshop operates in line with DAI's workshop education programme, informed by SOR.
- Recruit students, maintaining pupil-tutor ratio of 8 to 1
- Recruit staff and volunteers, ensuring Garda Vetted is in place before they work in the Workshop.
- In collaboration with tutors support the development of IEPs based on SOR.
- Meet with tutors regularly to monitor student progress, provide support/supervision and support their ongoing professional development
- As the local responsible person ensure compliance with DAI's child protection & vetting policies/procedures and liaise with the DLP on any relevant matters.
- Ensure periodic updates to parents/guardians (p-g) on what is being achieved in the workshop, and arrange p-g/tutor feedback meetings.
- Ensure active and responsive two-way communication with the NWM and relevant National Office (NO) staff. This is a central part of the role.
- Manage the administration of the Workshop Google Account (email and Google Drive).
- Ensure confidential treatment of all reports & personal information in line with DAI's Data Protection and Confidentiality Policy and GDPR.
- Ensure the Health & Safety of all staff, students and volunteers.
- Maintain & safely store all equipment/resources owned or used by the Workshop.
- In liaison with NO staff ensure that the Workshop operates sustainably and within budget.
- Where the situation arises, the coordinator may need to act as a substitute tutor
- Carry out other relevant duties as needed

### Criteria:

1. A Recognised Teaching Qualification.
2. Registered (or be eligible for registration) with the Teaching Council of Ireland.
3. Have at least **3** years' school teaching experience
4. Additional training in teaching methods best suited to children with dyslexia
5. Experience of teaching students with Dyslexia.
6. Experience of working in a DAI Workshop or Readable Project is desirable.
7. Leadership or management experience is desirable.

**Standard Rate of Pay:** €110 per Workshop (2 hours)

**How to apply:** Complete the Workshop Coordinator Application Form and email it to [maureendunne@dyslexia.ie](mailto:maureendunne@dyslexia.ie)

### **Benefits**

- provide literacy supports to the students in your area that are exclusively focused on dyslexic
- create a positive, relaxed learning environment without the demands of a full school
- create opportunities to provide peer support for local dyslexic students
- facilitate students take ownership of their dyslexia and develop literacy/personal strategies
- deepen your understanding of dyslexia drawing on the most up-to-date research
- develop management skills akin to that of a school principal