

Job Description DAI Workshop Coordinator



The Workshop Coordinator is responsible for:

1. Coordination

- the smooth running of the workshop and the safety and well-being of all pupils.
- implementing the education programme as set out in the DAI Workshop Manual of Best Practice, maintaining a pupil/tutor ratio of 5:1.
- designing the timetable for the workshop and assigning staff and pupils to groups.
- consulting with tutors and parents when the Workshop is in session.
- teaching where circumstances dictate
- maintaining close communications with the National Office
- performing the duties of the Workshop's Designated Liaison Person to whom any queries about child protection concerns should be addressed, with support from key staff at National Office.
- ensuring the confidential treatment of all reports and personal information contained in Pupil Files in line with DAI's Data Protection and Confidentiality Policy.
- ensuring the health & safety of all staff, students and visitors as per the DAI Health & Safety Statement
- DAI equipment used at the Workshop.
- the Workshop petty cash (SWIRL card) with oversight by National Office.
- overseeing the collection of local fee payments (where necessary) in liaison with Workshop Parents' Committee and National Office.
- maintaining attendance records for all pupils and staff.

2. Tutors

- the appointment and oversight of Workshop Tutors (and if appropriate Assistant Workshop Coordinator) and volunteers, in liaison with the National Workshop Manager and the Workshop Parents Committee as appropriate.
- supporting the development of individualised plans for pupils in collaboration with tutors
- meeting with Workshop Tutors regularly to discuss planning and organisation of the Workshop including the monitoring progress of individual pupils.

3. Parents

- liaising with parents and arranging parents' meetings.
- working closely with the Workshop Parents' Committee and seeking and taking account of their views with regard to the running of the Workshop. The Workshop Parents Committee supports the administration of the Workshops and the Workshop Coordinator.

The Workshop Coordinator is required to have a teaching qualification and be registered (or be eligible for registration) with the Teaching Council. They should also have undertaken additional training in teaching methods best suited to children with dyslexia, and should keep themselves abreast of evidence based practice, and developments in assistive technology. He/she reports to the National Workshop Manager. In the event of a Workshop Coordinator wishing to resign their position, they should inform the National Workshop Manager of their decision immediately with at least 4 weeks' notice.