

# Helen Arkell



## Dyslexia Charity

Application Pack

Helen Arkell Specialist Teacher

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# Welcome From our CEO



Dear Candidate

Thank you so much for your interest in working for us. I'm delighted that you are considering joining our team of specialist teachers.

Perhaps you already know us because you have undertaken some training here. Or perhaps you have heard of us because you already work in the field. Or perhaps we are new to you, in which case welcome!

As you are well aware, the case around the need to support people of all ages with dyslexia is compelling. About 1 in 10 people have a degree of dyslexia, and this can affect people's lives in a fundamental way. If not addressed correctly, it can leave people feeling like failures, and choosing negative paths in life. Whereas if the right help is provided, people can learn to use their dyslexia extremely positively, and as a strong advantage in life. The key is to get the right help, advice and support. And always to remember that everyone has strengths and weaknesses. Don't we all?

Our team of specialists is growing as we help increasing numbers of people who have, or think they may have, dyslexia or other specific learning difficulties. Their welcoming and efficient service is absolutely crucial to the way we fulfil our charitable mission, providing expert, personal and life-changing support to people with dyslexia.

You will work with, and be managed by, our Hub Coordinator as well as receiving great support from our experienced team and opportunities to discuss specialist topics with your peers. Our staff are brilliant and our reputation is second to none. Our royal patron, HRH Princess Beatrice, takes a close interest, as do our trustees, and we have a growing number of people joining the Helen Arkell family. We provide support to over a thousand people with dyslexia each year, and many of these see their first contact with us as a life-changing moment.

This is a great opportunity for someone who connects with our values and wants to make a significant impact on those people whom we help.

I do hope you feel inspired to be part of our journey and I look forward to receiving your application.

**Andy Cook, Chief Executive**

# Who we are

Helen Arkell overcame her own dyslexia to become an inspirational figure for many who felt the benefit of her support, advice and expertise. Children who were chronically dyslexic but successful in adulthood give her the credit for changing their lives.



Helen set up the charity in 1971 together with Joy Pollock and Elisabeth Waller. Over the intervening years we have become widely recognised as one of the leading specialist centres of excellence in the UK. Helen sadly passed away in August 2019, aged 99, but we are determined to carry on what she started and to lead the charity forward in her name.

We are passionate about removing barriers to learning and life, such as dyslexia. We want to promote unsung skills, champion new ways of approaching life. We give people the tools they need to learn in their own way. We train dedicated professionals to inspire people to love learning. We help parents to nurture their children and employers to support their staff.

Together we inspire people to believe in themselves, achieve their goals and succeed on their own terms.

## Our Vision

Our vision is of a world in which people with dyslexia are empowered to achieve their goals.

## Our Mission

Our mission is to remove barriers to learning, employment and life for people with dyslexia by providing expert, personal and life-changing support.

## Our Values

**Supportive** People with dyslexia will always be at the heart of what we do. We provide a supportive, caring culture in every aspect of our work, and with all people with whom we are in contact.

- Creative** We like to challenge the norm, finding new and creative approaches to helping people with dyslexia to fulfil their potential.
- Collaborative** We thrive on teamwork, supporting each other to achieve our goals – that includes working closely internally between colleagues and externally with our various stakeholders.
- Ethical** We treat everyone equally with respect, integrity, honesty and compassion. We are determined that everyone will see themselves represented within the Helen Arkell community, regardless of where they come from, how they identify and how they think.
- Excellent** We deliver the highest quality services to people with dyslexia and to those individuals and professionals who support those with dyslexia. We strive for excellence in everything we do.

## Our services

- We provide specialist assessments, consultations, tuition and coaching to children, young people and adults who have, or may have, dyslexia or other related specific learning difficulties.
- We provide dyslexia training and professional qualifications for teachers, teaching assistants and other interested parties.
- We support employees and employers in the workplace.
- We offer a variety of short courses in dyslexia awareness and related topics.
- We provide advice and support to parents and family members of those who have dyslexia, recognising that dyslexia affects whole family networks, and indeed often runs in families.
- We have a Shop, selling our own specialist publications as well as a variety of useful books, games and learning resources. We will soon also have a selection of charity merchandise.

For more information, please visit [www.helenarkell.org.uk](http://www.helenarkell.org.uk)

# Job description

**Job Title:** Helen Arkell Specialist Teacher

**Employment arrangement:** self-employed associate.

**Responsible to:** Hub Coordinator.

**Based at:** in the vicinity of a Helen Arkell hub (currently Farnham, Oxford, Southwark, and Salisbury) or from anywhere in the UK if you conduct tuition online.

**Salary:** paid per tuition/coaching session. Fee structure available on application.

## **Main Responsibilities and Tasks**

- Plan and carry out specialist teaching, according to Helen Arkell Dyslexia Charity (HADC) protocol
- Provide provisional verbal feedback to parents/carers and a written report at the end of each term/the teaching period
- Stay up to date with legislation and professional guidelines in this field
- Undertake CPD activities
- Attend Helen Arkell Specialist Teacher meetings as required
- Be committed to safeguarding the physical, emotional and mental well-being of young people

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

# Person Specification

## Qualifications and Certifications

Essential	Desirable
<ul style="list-style-type: none"> <li>BDA/OCR (or equivalent) Accredited Level 5 Diploma in Teaching Learners with Dyslexia/SpLD</li> </ul>	

## Experience, Knowledge, Skills and Technical Competencies

Essential	Desirable
<ul style="list-style-type: none"> <li>Good knowledge of dyslexia and specific learning difficulties</li> <li>Good knowledge of specialist support strategies</li> <li>Strong interpersonal skills and sensitivity</li> <li>Good organisational and administrative skills</li> <li>Good communicator (written and verbal)</li> <li>Ability to operate effectively when working under pressure</li> <li>Commitment to on-going professional development</li> </ul>	<ul style="list-style-type: none"> <li>Personal experience of dyslexia will always be viewed as an asset within the charity</li> </ul>

## Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"> <li>Compatibility with the charity's values, including professionalism with the personal touch</li> <li>Commitment to the charity's aims</li> <li>High level of personal integrity and commitment, with a can-do attitude</li> <li>Adaptable and flexible</li> <li>Excellent time management and organisational skills</li> <li>Attention to detail</li> </ul>	

# How to apply

To apply, please forward the following to Tracy Bennett, at [hr@helenarkell.org.uk](mailto:hr@helenarkell.org.uk)

1. A comprehensive CV
2. A supporting statement (maximum 1 page of A4)
3. An anonymised, reviewed PLP (Personalised Learning Plan) or similar
4. Contact details of two referees, relevant to this role, who have known you in a professional capacity. References will only be taken once your express permission has been granted.

Please make sure you include mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

Please also inform us if you require us to make any reasonable adjustments for you under the Equality Act 2010 so that you are not unwittingly disadvantaged through the recruitment process.

Helen Arkell is registered under the Data Protection Act 2018. Information on your application form will be used for our recruitment purposes only and in accordance with our Privacy Policy. For details, visit <https://helenarkell.org.uk/about-us/our-policies/privacy-policy/> . Application forms for unsuccessful applicants will be held for no longer than 12 months and then destroyed unless you tell us you would like your details to be kept on file for longer.

No calls from recruitment agencies please.

## Recruitment timetable

**Closing date for applications:** not applicable; contact us any time.

**Interviews will take place:** to be arranged as necessary.

Good luck!

