



Supporting people experiencing
learning difficulties



Speld Qld Specialist Teacher Service

Welcome to Speld Qld!

(Supporting People Experiencing Learning Difficulties)

Operating for over 50 years, Speld Qld is a not-for-profit organisation whose mission is to support people experiencing learning difficulties. Working in partnership with Department of Education we provide advice to State, Catholic, Independent schools, and parents/carers across all of Queensland.

Speld Qld Services:

- Advisory Line for families, individuals, schools and educators.
- Assessment Services.
- Assistive Technology training and advice.
- Specialist Teacher Service providing referrals for face to face, at home and online tuition.
- Kindy Inclusion Service.
- Professional Development for teachers and schools.
- Education opportunities for parents, children and carers.
- Library of Specialist Resources.

For a full understanding of the scope and range of Speld Qld's services and available resources, please visit www.speld.org.au



Speld
QLD

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Speld Qld Specialist Teacher Service-

Who are we? What do we do?

Families contact Speld Qld as a trusted source of advice, information and referrals, so it is important that we maintain a high quality of service and support in order that families continue to trust Speld Qld for support and advice. For this reason, we have high expectations for anyone who registers as a Specialist Teacher with Speld Qld. Your performance as a teacher reflects directly on Speld Qld.

Speld Qld Specialist Teachers* are chosen based on experience, qualifications and proven performance providing effective, intensive and structured literacy and/or mathematics instruction to students with diverse needs and learning profiles.

Speld Specialist Teachers do not typically offer homework or assignment help. We are specialist instructors who address the foundation issues relating to a student's literacy and numeracy difficulties.

**The term "teacher" in this instance is not limited to those holding current qualifications as a Qld Registered and trained teacher. While preference is given to Qld trained and registered teachers to register as Speld Specialist Teachers, some of our Specialists are qualified Speech Therapists, Occupational Therapists or highly skilled, experienced and trained Education Officers with many years of experience and demonstrated expertise in working with young people to provide literacy and numeracy intervention services. Rather than applying multiple titles to our specialists, we use the term "teacher" to describe the role being performed rather than the qualification that is held. While the term "tutor" has been previously used to describe specialists holding alternate qualifications, the term "teacher" is now generally applied to all registered Speld Qld Specialist tutors.*

Who are our students?

The children and adults seeking tutoring and intervention, experience difficulties with literacy and/or mathematics. Some may have a diagnosed Specific Learning Disorder (SLD), whilst others may have a provisional diagnosis and require further intervention. Students do not need to have an identified diagnosis to access the Specialist Teacher service.

How does Speld Qld support Specialist Teachers?

The Speld Qld team works alongside you as a peer and mentor, advocating for you as an expert specialist teacher. We support you by:

- Access to a network of peers to share and collaborate with professionally.
- Direct referral of students.
- Support and advice through our Education Advisors, Specialist Teacher Co-ordinator and other Speld Qld staff.
- Membership benefits including access to the library and discounts for workshops with both Speld Qld and Speld NSW.
- Professional development and training opportunities for Speld Qld Specialist Teachers.
- 4 electronic magazines per year.
- Advocating on behalf of Speld Specialist Teachers to raise their profile and recognition as specialists in their field.
- Promoting the Speld Specialist Teacher services to the Qld Community.
- Promoting the interests of Speld Qld in the Qld Community.
- Developing Policy and Procedural documents to facilitate the growth and development of the Speld Specialist Teacher service.
- Free Public Liability Insurance while working with Speld Qld member families.

Where do Speld Qld Specialist Teachers work?

There are several ways you can offer specialist literacy and mathematics services to families and students. While one-to-one instruction is preferred, some students in some circumstances with an experienced teacher can benefit greatly from pair or small group tuition arrangements which may be socially and emotionally rewarding for the students while also being financially and professionally rewarding for the teacher.

You may choose to offer tuition:

- Face to face in student's home.
- Face to face in child's school.
- Face to face in a public library space.
- Face to Face in your home/office.
- Online via Zoom/Skype/Google Meet etc.

If you choose to travel to school, home, library space please consider:

- The suitability of the teaching and learning environment.
- The safety of the child.
- Your personal safety.
- If the family has public liability insurance included in their home insurance (home visits).
- Your travel and time expenses and how you will factor this into your fees.
- Public Liability and Professional Indemnity insurance.
- Schools - visiting students at school is becoming more and more difficult with school expectations and constraints. Parents will need to liaise with the relevant teachers/staff. You may also need further insurance (accident) to comply with school policies.

Face to face in your office or home:

Providing instruction in a space that is specifically furnished and resourced for teaching and learning is ideal but of course not always possible. If you have a dedicated space to teach from, please also consider the following details for your protection and the safety of your students:

- Parking.
- Site access and safety.
- Child protection issues (if teaching from home ensure all people on site hold Blue Cards).
- Parent/caregiver supervision.
- Notifying neighbours.
- Notifying council if required.
- Public Liability and Personal Indemnity insurance.

Online Tuition

Speld Qld now has a number of Specialist Teachers delivering tuition online. The benefits for students are accessibility, time efficiency and in some cases, lessons are fully recorded and may be watched by students to consolidate skills and revise lessons.

- Consider your set up and equipment - Laptop or desktop computer with good quality internet access.
- Choice and familiarity of platform such as Zoom, Google Meet, Teams, Google Classroom.

Programs

It is expected that Speld Specialist Teachers provide high quality intervention to students using evidenced-based programs and approaches that have been specifically identified as appropriate because they fit with a research-based approach to literacy/numeracy remediation. Furthermore, it provides assurance to families that their child receives intervention that is high-quality, evidence-based, structured, and systematic.

It is unacceptable for Specialist Teachers to use programs that have limited (to no) research evidence to support their use in improving outcomes for individuals with learning difficulties and disabilities.

Examples of programs that are recommended by Speld Qld are Sounds-Write and UFLI Foundations. These programs should be supplemented with decodable texts such as the Phonic Books decodable readers and Little Learners Love Literacy. Some of our Specialist Teachers also have MSL or Orton-Gillingham training.

In the event that a Speld Qld Specialist Teacher runs an independent business providing a service or product designed to improve outcomes for individuals with learning difficulties/disorders that is not viewed as evidence-based (in line with Speld Qld guidelines), consideration will need to be given to their ongoing registration with Speld Qld.

Requirements

To be eligible for registration teachers must have:

- Current Qld Teacher Registration or equivalent relevant experience in specialist instruction as verified by Speld Qld.
- Current Blue Card or Blue Card Exemption (for registered teachers you can apply for a free exemption card using your QCT details). Information at www.bluecard.qld.gov.au.
- Minimum of two years practical experience supporting students with literacy and/or numeracy.
- Training and experience in evidence-based program/s.
- Secondary Teachers need to have taught English and/or Maths at a secondary level.
- Current Tax File Number (TFN) and Australian Business Number (ABN).
- Satisfactory assessment of your application and an interview either face to face, phone or online.

Applicants with less than two years of experience may be considered. Their teaching experience will be evaluated on a case-by-case basis by the Co-ordinator.

Ongoing requirements

- Ensure you continue to provide high quality evidenced based tuition to Speld Qld member families and their children.
- Compulsory attendance at a PD workshop or via recording.
- Completion of 8 hours of certified relevant professional learning annually.
- Maintain accurate student records in your Teacher Kiosk.
- Completion of Semester Progress Reports on each current Speld student.
- Compliance with any administrative questions or communication requirements requested by Speld Qld.
- Remind your students to renew Speld membership each year so that they are covered by your membership public liability insurance.
- Compliance with expectations outlined in Code of Conduct.
- Please be aware that if these requirements are not met, Speld Qld may be unable to renew a teacher's registration.

Referral Process Overview

- 1 Parents log into the Speld Qld website and complete a request form. Note: Current Speld Qld financial membership is required to access this form.
- 2 Enquiry is forwarded to Co-ordinator to review and contact family.
- 3 Co-ordinator will forward enquiry via email to 3-4 teachers who may be suitable (considering student needs, locations, teacher experience and availability).
- 4 Specialist teacher is required to contact the family directly within 2-3 days. If you are unable to assist, please make contact to let the family know.
- 5 Specialist teacher and family discuss fees, terms and conditions and logistics of sessions. This may also include organising an initial session or meet and greet interview.
- 6 Specialist Teacher notifies Co-ordinator of confirmed referral and adds details to their Speld Qld kiosk.
- 7 Co-ordinator will assist families who need further options to find a Specialist Teacher.

Speld Specialist Teachers are expected to make themselves available to receive referrals. While there may be periods of time where a teacher is “fully booked”, registration as Speld Specialist Teacher does imply a willingness and capacity to be available for incoming requests from Speld Qld.

Planning and Reporting

In order to maintain a high-quality service, Speld Qld Specialist Teachers are required to:

- Develop clear goals for student learning and skills development.
- Conduct an Initial “placement” type assessment. Many families will have a recent and comprehensive assessment report, and do not want to pay for another detailed report from the teacher. It is hoped the results and recommendations from the assessment report will assist teachers and reduce the initial assessments they need to complete. This may be conducted over the first few sessions.
- Regularly monitor student progress and provide feedback to families. This may be a short chat at the end of the lesson, or written via text, email, other platform and/or include videos/whiteboards from online sessions.
- At the end of each Semester (June and December), complete a Progress Report for each Speld referred student using the template provided or agreed format.

Your Speld Teacher Kiosk

The Teacher Kiosk is a place for you to update, upload and access important information and data about your students, yourself and record your professional development.

You will be provided with support and reminders to update your Teacher Kiosk. The link you will receive does not require a special account or password. You just need to bookmark the link, and you can visit your Kiosk as you wish. Do not share your link with anyone. Teacher Kiosks remain the property of Speld Qld and the sensitive information in these Kiosks is to be kept private and confidential.

Fees

It is important to be aware that Specialist Teachers are not employees of Speld Qld nor are they "subcontractors" to Speld Qld. They are independent business operators who have students referred to them via the Speld Qld Specialist Teacher Service.

The current price guide Speld Qld provides parents for tutoring is between \$80 and \$130 per hour (GST can only be charged if a teacher is registered with the ATO to do so). Once a student is connected, it is the Specialist Teacher's responsibility to manage the financial transactions between themselves and the student's family.

Please be aware that any assessments undertaken throughout the tutoring relationship should be included as part of the hourly tutoring rate. Speld Qld does not recommend that teachers charge any additional fees for the assessment of Speld Qld students. This is particularly so in situations where families have only recently completed comprehensive assessment. It is hoped the results and recommendations from the assessment report will assist teachers and reduce the initial assessments they need to complete.



Insurance

As a current and financial Speld Specialist Teacher Member you are covered under the Speld Qld insurance for public liability only. This coverage is only applied to students who are also current financial members of Speld Qld.

If you have clients who are not current Speld Qld Members, they will not be covered under this insurance and should be advised of this fact in case they are not aware.

It is recommended that if you do have private clients who are not Speld Qld members, for your own protection and the protection of the children in your care, that your business takes out public liability and personal indemnity insurance that is additional to your Speld Qld insurance cover.

Public Liability covers your legal liability to pay compensation for injury or damage to property caused to a third party in connection to your business. For example, if a customer slips and trips while on your business premises.

Professional Indemnity, on the other hand, protects against the risks associated with providing advice or recommendations to clients. For example, a customer could sue you for damages if it's alleged that your advice has caused a loss.

Personal Accident and injury insurance can help you cover ongoing business expenses if you are unable to work. If you visit students at school, you will be required to provide this documentation before allowing you to work onsite. They have minimum and different requirements, so please check with each school.



Marketing and Promotion Guidelines

Many of our Speld Specialist Teachers operate successful tuition businesses and receive referrals from Speld as one of their means of enrolling new clients. To ensure that the brand Speld Qld, its interests and reputation are maintained and improved, please use the following guidelines when marketing your services in the community more broadly.

The Speld Qld logo: The Speld Qld logo is the property of Speld Qld and cannot be used for any purposes relating to the marketing of another business or private venture. If you would like to use the Speld Qld logo for any reason, please contact Speld Qld directly to request permission to do so.

Use of the title “Speld Specialist Teacher/ Tutor”: Any Speld Specialist Teacher registered with current membership as a Speld Specialist Teacher/Tutor is welcome to share their status as a Speld Specialist Teacher/Tutor with new and existing clients. If a new client approaches you directly and requests your services as a Speld Specialist Teacher, you should refer them to follow the correct channels of access via the Speld Qld Webpage <https://www.speld.org.au/>. There are several reasons for this but most importantly, this is to protect families from people who may be posing as Speld Specialist Teachers and ensures that they are getting what they are paying for. It also protects you by ensuring that the family is covered by insurance under their Speld Qld Membership and that the quality of support they receive under the name “Speld Qld” is kept in high regard.

Social Media: We acknowledge that many Speld Specialist Teachers are active users of social media and may be administrators of private groups that advocate for various related causes and special interest groups. Speld Specialist Teachers are welcome and encouraged to share any posts made on the Speld Qld Facebook or Instagram page via their personal, business or special interest group news feeds. Speld Specialist teachers are further encouraged to direct parents who are interested in learning more about the services offered by Speld Qld to the Speld Qld Website.

An appropriate way to do this might be:

“Speld Qld have advisors and a referral service that are available to support you with current evidence-based research and referral to specialist teachers. You can find them at www.speld.org.au”

At no time should Speld Specialist Teachers act as a representative of Speld Qld in any capacity.

Marketing by print media: Brochures and Flyers promoting the services provided by Speld Qld can be provided in digital and print form for all Speld Qld Specialist Teachers who request them.

If you cease to be a current financial member of Speld Qld as a Specialist Teacher, you must stop using the title "Speld Qld Specialist Teacher" and remove all mention of Speld Qld from your marketing materials both digital and print.

YOU ARE NOT AUTHORISED TO:

- Use the Speld Qld name or logo on any promotional, marketing, awareness raising, competitions or other private or public campaigns of any nature.
- Suggest that you are an employee of Speld Qld or have special authority as a Specialist Teacher to endorse or promote projects that were not explicitly created by or developed in direct collaboration with Speld Qld.

These conditions exist to protect the reputation and brand of Speld Qld and to ensure that material, resources and media produced without our knowledge or consent is produced bearing the Speld Qld name and logo.

If you do have a project that you would like to submit a proposal seeking Speld Qld endorsement, please ensure that you contact the Specialist Teacher Co-ordinator and also the CEO of Speld Qld prior to commencing the project so that approval can be gained and a collaborative partnership can be entered into.