



Speld
QLD

Supporting people experiencing
learning difficulties

Specialist Tutor Guidelines

July 2026

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.
- Psychoeducational, Academic and Speech-Language assessments
- Assistive Technology training and advice.
- Specialist Tutor Network and Directory
- 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 Specialist Tutor Network

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 joins our Specialist Tutor Network.

Specialist Tutors require experience, qualifications and proven performance providing effective, intensive and structured literacy and/or mathematics instruction to students with diverse needs and learning profiles.

Specialist Tutors endorsed by Speld Qld 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.

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 Specialist Tutors.

How does Speld Qld support Specialist Tutors?

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.
- Listing on our Tutor directory for parents to access
- Support and advice through our Education Advisors, Specialist Tutor 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 Tutors.
- 4 electronic magazines per year.
- Advocating on behalf of Specialist Tutors to raise their profile and recognition as specialists in their field.
- Promoting the Specialist Tutors 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 Specialist Tutor Network.

Where do Specialist Tutors 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

Many Specialist Tutors deliver 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.
- Personal Indemnity insurance.

Programs

It is expected that Specialist Tutors 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 Tutors to use programs that have limited (to no) research evidence to support their use in improving outcomes for individuals with learning difficulties and disabilities. This includes using and/or promoting approaches and treatments which are not recommended such as Irlen lenses, eye tracking and exercises. Any programs implemented, must be done so with fidelity and adhering to individual program guidelines.

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 Specialist Tutor 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 to join the Specialist Tutor Network, tutors must have:

- Current Qld Teacher Registration or equivalent relevant experience in specialist instruction as verified by Speld Qld (you do not need to be a qualified teacher).
- 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. Alternative state equivalents are also accepted (i.e. Working with Children check)
- 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

Endorsed Specialist Tutors are expected to:

- Ensure they continue to provide high quality evidenced based tuition to Speld Qld member families and their children.
- Complete 8+ hours of certified relevant professional learning annually.
- Compliance with any administrative questions or communication requirements requested by Speld Qld.

Personal Conduct:

- treat everyone with respect, courtesy, fairness and honesty.
- respect the dignity, rights and opinions of others.
- work collaboratively.
- act with integrity.
- maintain a professional relationship with students, parents and colleagues.
- keep students safe and support their wellbeing.
- maintain confidentiality of family details and situations.

Please be aware that if any of these requirements are not met, Speld Qld may be unable to renew a tutor's registration.

Referral Directory

Speld Qld operates a directory for clients to access, and does not guarantee referrals.

- 1 Clients log into the Speld Qld website to access the Tutor Directory
Note: Current Speld Qld financial membership is required.
- 2 Clients search and peruse listings then contact Specialist Tutors directly.
- 3 Specialist Tutors conduct their own enquiry and intake process, informing families of availability, terms and conditions, scope of support.
- 4 Families may request for their details to be shared on the referral waitlist available to all tutors, for assistance connecting with a teacher.
- 5 Co-ordinator will support families who need further options or more complex situations.

Specialist Tutors are no longer expected to have capacity for new students. You may choose to join our network of teachers without inclusion on the Tutor Directory, and/or have periods of unavailability.

Planning and Reporting

In order to maintain a high-quality service, Specialist Tutors 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, written report, other platform and/or include videos/whiteboards from online sessions.
- Speld Qld no longer requires semester progress reports, however we encourage you to consider these as an opportunity to report progress to your families.

Fees

It is important to be aware that Specialist Tutors 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.

It is the Specialist Tutor's responsibility to manage the financial transactions between themselves and the student's family. Speld Qld does not provide a price guide, as all tutors are professionals with differing levels of experience and business situations.

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

For the protection of tutors, families and the children in their care, all specialist tutors are required to have their own business insurance. Tutors providing in-person sessions require public liability insurance as a minimum.

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 Specialist Tutors operate successful tuition businesses and receive enquiries through 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 “Speld Qld Specialist Teacher/ Tutor”: This title is no longer acceptable. Please use your own business logo and title such as ‘intervention specialist’, ‘literacy consultant’. You may use the words “Endorsed member of Speld Qld Specialist Tutor Network”

Use of Speld Qld badges: It is no longer appropriate / allowed to wear a name badge with a Speld Qld logo while tutoring. If you require a badge, consider having one made with your own business name and logo.

Logo/Email footer: Specialist Tutors may choose to use the provided tutor logo on their email footer or website.

Social Media: We acknowledge that many Specialist Tutors are active users of social media and may be administrators of private groups that advocate for various related causes and special interest groups. Specialist Tutors 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. Specialist tutors 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 who are available to support you with current evidence-based research, and a specialist tutor directory. You can find them at www.speld.org.au”

At no time should Specialist Tutors 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 Specialist Tutors who request them.

If you cease to be a current financial member of Speld Qld as a Specialist Tutor, you must remove all mention 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 Tutor 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.