



Person Specification ASDAN Co-ordinator

Job Title:	ASDAN Co-ordinator
Responsible to:	SENCo – Line Manager
Contracted Hours/Week:	Full time
Contracted Weeks/Year:	39 (term time only)

Main Job purpose:	To co-ordinate and deliver the ASDAN CoPE/PSE Course and the ASDAN Personal Development Programme. Create and update appropriate schemes of learning to enable students at Levels 1 and 2 to develop specified skills and demonstrate progression. Assess students' portfolios against the ASDAN standards, attend external standardisation. Co-ordinate in-class support provided by Teaching assistants. To teach small groups in Special Educational Needs Alternative Provision (SENAP) when necessary, this may be ASDAN or Functional Skills lessons. To be a tutor.
--------------------------	--

Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	<ul style="list-style-type: none">Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	<ul style="list-style-type: none">Experience of writing schemes of work for ASDAN – KS4	Essential	
	<ul style="list-style-type: none">Experience of working with children with SEN and delivering content to small groups	Essential	
	<ul style="list-style-type: none">HLTA qualification or equivalent	Essential	
	<ul style="list-style-type: none">Experience of developing courses	Essential	
	<ul style="list-style-type: none">Experience of having influenced the quality of learning	Essential	
Skills, Knowledge and Understanding	<ul style="list-style-type: none">Full understanding of ASDAN protocols and procedures for delivering accredited courses.	Essential	Application Form References Interview
	<ul style="list-style-type: none">Ability to track progression and differentiate the scheme of learning as appropriate	Essential	
	<ul style="list-style-type: none">Good working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	
	<ul style="list-style-type: none">Working knowledge of SIMS	Essential	
	<ul style="list-style-type: none">An understanding of the factors affecting the behaviours and attitudes of young people and experience of positive behaviour management	Essential	
	<ul style="list-style-type: none">Ability to lead a group	Essential	

	<ul style="list-style-type: none"> Knowledge and understanding of a range of teaching, learning and delivery methods and how to use them 	Essential	
	<ul style="list-style-type: none"> High level of discretion and ability to deal with confidential information securely 	Essential	
	<ul style="list-style-type: none"> Accuracy and attention to detail when marking and grading work 	Essential	
	<ul style="list-style-type: none"> Good level of organisational skills 	Essential	
	<ul style="list-style-type: none"> Ability to work under pressure 	Essential	
	<ul style="list-style-type: none"> Good time management and prioritisation skills 	Essential	
	<ul style="list-style-type: none"> The ability to follow instructions 	Essential	
	<ul style="list-style-type: none"> The ability to work as part of a team 	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	<ul style="list-style-type: none"> Good communication skills demonstrating empathy and the ability to liaise well with a range of people 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> Assertive, confident, well organised and with an ability to work under their own initiative 	Essential	
	<ul style="list-style-type: none"> Provide a role model for students through support and liaison 	Essential	
	<ul style="list-style-type: none"> Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> A flexible and adaptable approach 	Essential	
	<ul style="list-style-type: none"> A willingness to learn new skills and undertake relevant training opportunities 	Essential	
Safeguarding	<ul style="list-style-type: none"> Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> Appointment subject to enhanced DBS and validated references 	Essential	