



## Job Description

### ASDAN Co-ordinator

<b>Job Title:</b>	ASDAN Co-ordinator
<b>Department:</b>	SEN
<b>Responsible to:</b>	SENCo – Line Manager
<b>Salary Grade:</b>	Unqualified Teacher Pay Scale Point 1 - 6
<b>Contracted Hours/Week:</b>	Full time
<b>Contracted Weeks/Year:</b>	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.

#### Main Responsibilities:

- Complete student progress reports
- Report on progress at Line Management meetings
- Adhere to and meet internal and external deadlines
- Attend subject evenings and communicate with parents/carers as required
- Direct the continuing professional development of staff working with ASDAN courses and qualifications
- Liaise with Internal Moderator re ASDAN CoPE/PSE portfolios
- Manage ASDAN budget
- Update CoPE/PSE Centre Approval records
- Integrate whole school initiatives into teaching and learning activities
- Act as Performance Management appraiser
- Deputise for SENCO on occasion
- Moderate SENAP ASDAN courses

#### Key Competencies:

- Full understanding of ASDAN protocols and procedures for delivering accredited courses.
- Ability to track progression and differentiate the scheme of learning as appropriate
- A full understanding of the SEND code of practice, a range of high frequency special educational needs and their impact on all aspects of teaching and learning for identified students
- The highest level of emotional intelligence enabling child centred support
- A secure commitment to the vision and ethos of the SEN policy and improvement plan through personal impact, presence and the ability to work as part of a team

- Set standards and provide a role model for students and staff through challenge and support
- To engage with all stakeholders and outside agencies in providing provision of the highest quality for SEN students within the school

**Other**

- Attend relevant training as required by the School Business Manager.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder’s Signature	_____	School Business Manager’s Signature	_____
Date	_____	Date	_____