**Job Title:** ASDAN Lead and Duke of Edinburgh Lead

**Responsible to:** Person Centred Facilitator/Programme Manager

**Key Internal Contacts:**

**Vocational skills lead Tutor- (ASDAN Lead and Duke of Edinburgh Lead)**

Responsible to: Assistant Head/Deputy Head

Key Internal Contacts:

* Other staff within the Education team
* Staff in other departments within the school
* Staff in other Centres in the Region
* Central Office Staff

Key External Contacts:

* Student relatives, advocates, and others
* Placing Authorities and Service Providers
* Registration, Regulatory, and Inspection bodies
* Local Services – Statutory, Voluntary, and Community
* Neighbour
* Neighbours
* **Job Purpose**
* To plan, implement, and oversee specific vocational activities as part of the educational programme. To provide the highest quality of care and support to students in accordance with 3 Dimensions School policies, procedures, and practices, and standards set by the Regulatory Body.

**Key Task Areas**

**Students**

* Support students in the implementation of their individual life skills and key skills programme, with particular attention to ASDAN and Duke of Edinburgh activities.
* Support and supervise students within the school in accordance with their personal/pathway/placement plans and the policies, procedures, and practices of the school.
* Make accurate and appropriate entries in students’ records, diaries, and reports as necessary in accordance with school and local policies, procedures, and practices.
* Enable students to participate in a structured programme of ASDAN and Duke of Edinburgh activities.
* Develop and maintain a programme of vocational activities related to ASDAN and Duke of Edinburgh.
* Manage the activities programme in an effective and proactive manner.
* Ensure that communication with other staff members enables students to maximise activity time.
* Ensure that risk assessments are in place, up to date, and adhered to in line with school policies, procedures, and practices and the standards set by the Regulatory Body for all activities.
* Prepare for daily events and ensure effective scheduling so that students have access to vocational activities.
* Accurately record and report on student attendance at activities, ensuring any non-attendance is reported to the relevant person.
* Identify and implement appropriate qualifications for students to undertake as required.
* Record students’ progress with specific vocational activities and submit records and/or reports to contribute to relevant meetings.
* Communicate relevant information to leaders and parents and others involved with students.
* Ensure that all equipment needed is available, in good repair, and stored correctly and safely.
* Ensure that clear guidance is available to other staff so that the activity can be undertaken in the absence of the lead ASDAN/Duke of Edinburgh instructor, including planning for times of absence.
* Lead on the marketing and selling of items made as a result of vocational activities and ensure student involvement.
* Attend, chair, and/or contribute to formal reviews and Person-Centred Planning meetings as required.
* Hand over to other staff and teams as required.
* Work with and manage challenging behaviour, enabling students to develop from needing external control to developing self-control.
* Provide direct care and supervision, as required, to students in the school, including providing occasional cover for staff absence as necessary.
* Safeguard all students within the school and ensure their safety and wellbeing.
* Administer medication in accordance with school and Regulatory Body policies and procedures as required.
* Work positively and effectively with relatives, advocates, and others involved with students.
* Liaise with other staff to provide a consistent approach to all aspects of student care.
* **Duke of Edinburgh Programme**
* Plan and coordinate the Duke of Edinburgh Award activities, ensuring students complete the four main sections: Physical, Skills, Volunteering, and Expedition1.
* For Gold level participants, also coordinate the Residential section, which involves working with a team on a residential activity.
* Guide students in selecting and pursuing activities that meet the requirements of each section, helping them to develop new skills, improve fitness, and contribute to their community.
* Organise and supervise expeditions, ensuring all safety protocols are followed and that students are adequately prepared and supported throughout.
* Track and document students’ progress in each section, providing feedback and support to help them achieve their goals.
* Key Worker Responsibilities
* Support the student by acting as an internal advocate, involving them in every aspect of their education.
* General
* Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
* Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedy them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
* Report issues and/or incidents relating to staff and students that have arisen promptly to the relevant Line Manager or appropriate person.
* Operate at all times in accordance with school policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations, and Behaviour Policies.
* Participate in training and take responsibility for personal development.
* Participate in team meetings, supervisions, and annual reviews in accordance with school policy and the standards set by the Regulatory Body.
* Work to promote the school as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
* Ensure that all actions are in the interests of the students and the school.
* Work to and exhibit the values of the school and maintain standards of behaviour in accordance with school policies, procedures, and practices.
* Carry out any other reasonable and relevant duties as required.