

## 1. POSITION IDENTIFICATION

<b>POSITION TITLE</b>	ASDAN Coordinator
<b>REPORTS TO:</b>	Head of Learning Diversity
<b>AWARD:</b>	<b>Non-Teachers</b> - Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teachers' Enterprise Bargaining Agreement 2014 <b>Teachers</b> - WA Catholic School Teachers Enterprise Agreement 2023 (EA)
<b>CONDITIONS</b>	This position has a 1 period per day time allocation for planning purposes.

## 2. THE ROLE

The ASDAN Coordinator supports the Mazenod College's main objective of teaching and learning of students through assisting teachers in delivering planned education programs and encouraging a supportive and inclusive learning environment.

The ASDAN Coordinator works closely with the Head of Learning Diversity and the members of the Learning Support team including the Teacher Assistants and Learning Support Teachers to support the learning needs of students at Mazenod College.

## 3. SPECIFIC DUTIES

Under Line Manager direction, the ASDAN Coordinator can be expected to perform tasks within the following range:

- Run ASDAN programs on campus with other members of staff.
- Coordinate administration of ASDAN programs
  - Pick ASDAN programs for students.
  - Order resources
  - Prepare portfolios for moderation.
- Identify possible candidates for ASDAN in collaboration with Head of Learning Diversity
- Liaise with parents about participation in ASDAN courses.
- Write excursion plans for ASDAN programs.
- Attend PD, when required.
- Attend learning area meetings once per cycle.

## 4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Support the Oblate values and ethos of the College as well as its co-curricular activities.
- Be fully supportive of the objectives and ethos of Catholic education
- Demonstrate sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
- Demonstrate sound interpersonal skills including the ability to work as part of a team.
- Demonstrate sound organisational skills that will assist in the delivery of effective educational programs to students.
- Demonstrate ability to assist with the general well-being of students
- Have a current and satisfactory Working with Children Card
- Have a Western Australian Department of Education National Police History Check (NPHC).
- Complete Child Protection Procedures and Mandatory Reporting training on an annual basis