



ASDAN LEAD AND STUDENT MENTOR

Recruitment Pack: June 2025

We are Hiring

We have an exciting opportunity for an ASDAN Lead and Student Mentor to join our school staff team.

Exceptional Ideas Ltd is a specialist 1:1 SEND provision that supports students using a therapeutic approach. Our focus is on fostering independence, resilience, and meaningful progress so that our learners are equipped for life beyond school.

We operate across three small settings in Essex: the rural villages of Wethersfield and Sible Hedingham, and the city of Chelmsford. Our academic year follows the 38-week Essex County Council school calendar.



About You

We are seeking a team player who can quickly learn and master our approaches and processes, enabling them to take a leading role in delivering therapeutic education to our students.

We prioritise accuracy and attention to detail through continuous improvement and steady progress towards objectives. You will possess strong skills and experience in building positive relationships with others. You are diligent, detail-oriented, highly motivated, professional, and able to remain calm under pressure.

You are a team player, confident in leading by example through a hands-on approach, and willing to learn and adapt practices to meet students' evolving needs.

History

Exceptional Ideas Ltd was established in 2007 to provide educational consultancy and training. In 2009, we opened Teaseldown School in Ridgewell, Essex, to support young people aged 11–17 in overcoming the barriers they faced within the mainstream education system.

To complement this provision, we opened Primrose Hill School in Chelmsford in 2013. In January 2015, Teaseldown School relocated to a larger premises within the Sugar Loaves building in Sible Hedingham. Later that same year, Brook View School—based at the former Brewery Tavern site in Wethersfield—became the latest addition to our organisation.



Our Team

Our staff come from diverse professional backgrounds, contributing a wide range of skills and expertise to our team. From education and therapy to social care and operational management, each member brings valuable insight that helps us deliver high-quality, holistic support to our learners.

As an Administrator Assistant, you will play a key role in supporting a range of colleagues, both remotely and on-site. This includes, amongst others, our Director, Head Teacher, Senior Operational Leads, Deputy Managers, Therapeutic Leads, and Assessment Leads. You may also assist with the coordination of Exams administration and Individual Education Plans (IEPs), alongside other duties that support the smooth running of communications across our three school sites.



Every member of our team completes comprehensive internal training to ensure they fully understand and consistently reflect our ethos in their work. We are collaborative, learner-focused, and deeply committed to making education accessible, meaningful, and empowering for every student we serve.

Therapeutic Education

Our multi-professional approach is grounded in evidence-based planning and evaluation, supported by current practitioner research and reflective practice.

We believe therapeutic education should be creative, flexible, and highly individualised, with progress measured through meaningful and appropriate assessment tools.

We are committed to ensuring that all students have access to a broad and balanced curriculum across Key Stages 3 and 4, including opportunities to achieve formal qualifications. Our educational programmes include GCSEs, Entry Level Certificates (ELC), ASDAN awards, and digital platforms such as Lexia and Mathletics to support literacy and numeracy development.

How to Apply

To apply for this position, head to the website and click on [Apply Here](#) to complete a digital application form.

Application Guidelines

In your application, please provide a clear and detailed explanation of why you believe you are a suitable for the role of Administrative Assistant. Please reflect on how your qualifications and prior experiences have prepared you for this role. Consider where you can illustrate examples of your skills in multitasking, accuracy, and knowledge within a similar role, alongside your skills in digital communication, making reference to the person specification where appropriate.

Supporting Documents

While we are unable to accept CVs as standalone applications, you are welcome to submit a CV alongside your completed application form. Only applications submitted using the official application form, completing the details required and supported by evidence of qualifications will be considered.

Safer Recruitment and Vetting Checks

To ensure the safety, welfare, and safeguarding of all students, and in accordance with safer recruitment, selection, and appointment procedures, Exceptional Ideas Ltd conducts a range of vetting checks. These include:

- Police/Enhanced DBS check
- Online status searches for shortlisted candidates
- A criminal records disclosure

These checks ensure that only individuals suitable for working with children are recruited. For further information, please refer to our Safeguarding Policy. Please note this post is exempt from the Rehabilitation of Offenders Act 1974 and full disclosure must be given.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. All information gathered as part of the recruitment process will be securely stored in line with guidance from the Data Protection Act 2018-GDPR.

Please download, complete, and return the Privacy Notice for Prospective Employees with your application form accessible from the link below:

[Privacy Notice for Prospective Employees](#)

Interviews will be held at the office at Brook View School, Braintree Road, Wethersfield, CM7 4BU upon receipt of references. **No interview will take place without previous receipt of references and evidence of educational/professional qualifications. This is in line with safer recruitment in education and the responsibility for ensuring these references are received in time for interview lies with the applicant.**

For an informal conversation about this opportunity, please contact ei-recruitment@exceptional-ideas.co.uk to arrange.

Role Description

Title	ASDAN Lead and Student Mentor
Contract	Permanent
Accountable to	Headteacher
Liaison with	Senior Leadership Team
Hours of Work	Full time: 40 hours, 5 days per week, 8.30am-16.30pm Term time only
Pension	Royal London Minimum employee 4% salary exchange, employer 4%

ASDAN Lead

Main Duties

- Act as the first point of contact for information, advice, and guidance regarding the ASDAN program for both staff and students.
- Prepare, organise, and oversee student ASDAN portfolios, maintaining accurate ASDAN records.
- Create half-termly plans tailored to students' interests and learning styles, incorporating core skills such as IT use, problem-solving, and teamwork. Include a structured 10-point assessment to ensure all student evidence meets the required learning objectives.
- Communicate these plans effectively with both internal stakeholders (staff) and external stakeholders (students and parents/carers).
- Provide in-lesson support to staff and students as needed.

- Monitor and internally assess completed ASDAN portfolios, ensuring that all evidence demonstrates the student's skills, knowledge, and understanding in line with module criteria, and that portfolios include all relevant skill and assessment sheets.
- Work alongside the Transition Lead to oversee the management of evidence for the ASDAN "Careers and Experiencing Work" modules.
- Ensure portfolios are stored securely, adhering to the non-exam assessment policies of both Exceptional Ideas Ltd and ASDAN.
- Attend external ASDAN moderation sessions alongside the Senior Student Mentor for Teaching, Learning and Recruitment.
- Support the moderation of other students' work and share best practices with colleagues.
- Undertake any training necessary to effectively carry out the duties of the ASDAN Lead role.

Student Mentor General Duties

- Deliver a broad, balanced, and differentiated curriculum for students with specialist knowledge in some areas.
- Monitor and support students' academic, social, and emotional development.
- Create a positive and supportive learning environment.
- Promote and safeguard the welfare of children.
- Work within the principles of therapeutic child-centred practices.
- A willingness to participate in training and development.
- A willingness to travel and work across multiple school sites.
- The ability to plan and organise lessons.
- The ability to recognise and identify problems and seek resolutions.
- The ability to record and pass on information accurately.
- A willingness to work, when necessary, in alternative environments to a traditional classroom.
- A willingness to mentor students and young adults 1:1 or 2:1.
- A willingness to take on extracurricular roles as when required to help with the efficient day to day running of the schools.

Teaching & Learning

- Take responsibility for a curriculum and transition area, offering training and support to staff.
- Implement Individual Education Plans (IEPs) and related strategies.
- Supervise students and conduct home visits as needed.
- Take part in daily briefings to share and receive appropriate information relevant to student performance.
- To record outcomes on a timely basis contributing to the effective management of teaching and learning data.
- To record the outcomes of teaching and learning practices through appropriate channels and systems.
- To provide feedback and communicate with parents, carers, staff and stakeholders.

Policy Implementation & School Support

- Promote and adhere to key school policies and administrative procedures.
- Play an active role in exemplifying and delivering the school's ethos and values.
- Support the Headteacher and Senior Leadership Team with tasks and initiatives as required.
- Undertake additional duties as assigned by management, in line with the scope of the role.

Data & ICT Management

- Possess a sound working knowledge and understanding of Microsoft Office 365 and its associated programs, including Microsoft Outlook, Microsoft Excel, Microsoft PowerPoint and Microsoft Word.
- Use internal and external ICT systems to access, manage and keep up-to-date records.
- To manage school telephone and communication systems, responding to external enquiries and messages across all platforms (email, WhatsApp, SMS, internal systems), in line with data protection and safeguarding policies.

Person Specification

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none">• GCSE qualifications.• A full driving licence.	<ul style="list-style-type: none">• Evidence of relevant continuing professional development (CPD).• A relevant qualification with regard to working with children, such as NVQ 3.
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none">• Excellent communication and interpersonal skills.• Ability to meet deadlines with a high level of accuracy.• Previous experience working with children.• Strong organisational skills.• Effective behaviour management skills.• Ability to motivate students.• Proficiency in ICT, including Microsoft Word, Excel, Outlook, and PowerPoint.	<ul style="list-style-type: none">• Administrative experience.• Experience working in an alternative provision setting.• Experience working with children and young adults with special educational needs and disabilities (SEND).• Learning support experience.• Coaching or mentoring experience.• Teaching experience.• Current registration with the Disclosure and Barring Service (DBS).

<ul style="list-style-type: none"> • High level of personal organisation with the ability to work independently as well as part of a team. • 	
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of special educational needs and disabilities. • Knowledge and understanding of the national curriculum within the UK. 	<ul style="list-style-type: none"> • Specialist knowledge of a curriculum area. • Up-to-date knowledge about developments in education and training. • Knowledge of further educational learning opportunities and careers development post-16.
Personal Traits	
The successful candidate will be:	
<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Quick to adapt and take on new initiatives. • Comfortable and confident when discussing students' performance. • Personable and approachable. • Eager to uphold the school's ethos. • Committed to equal opportunities and empowering others. • Able to maintain good working relationships with colleagues and students. • Dedicated to promoting equality, diversity, and inclusive practices within the school community. • Capable of handling a demanding workload and prioritising tasks effectively. • Professionally assertive and clear-thinking. • Able to communicate effectively with all stakeholders. • Supportive of students through child-centred approaches. • Holds high aspirations for all students. 	

Additional Requirements

The successful candidate will have:

The successful candidate will have:

- A willingness to participate in ongoing training and professional development.
- A willingness to travel between multiple school sites and work remotely when required.
- An exemplary record of conduct and attendance.
- Strong planning and organisational skills.
- Excellent problem-solving abilities, including the capacity to identify issues and seek resolutions.
- Attention to detail in recording information and the ability to convey information accurately.

Before submitting your application, please ensure you have completed the following:

- 1. Application form, providing details of 2 referees with contact details.**
- 2. Read the Safeguarding Policy.**
- 3. Completed and signed the Privacy Statement.**

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