

## **JOB DESCRIPTION**

**Job Title:** Hospitals Transitions Coordinator

**Grade:** Grade 3

### **Purpose of Job Role:**

- To support teaching staff and Centre Leadership Team in ensuring that communication between home schools and clinical teams is robust.
- To act as key worker to designated young people.

### **Duties and Responsibilities:**

#### **Administration**

- Regular (daily/weekly) communication with ward managers with regards to availability of young people for teaching.
- Updating registers with young people's availability for teaching staff.
- Monitoring Post-16 self-referrals for UHB and ROH Hospitals
- Liaison with clinical staff to determine if a home tuition referral will be required on discharge.
- Facilitating home tuition referrals both within Birmingham and in other local authorities.
- Sharing / dissemination of home schoolwork to teaching staff via Teams.
- Setting up new students on Tapestry and removing / archiving on discharge.
- Providing Tapestry journals to home-schools on discharge.
- Assisting in distribution of JBA Hospitals newsletters.
- Operate appropriate systems of pupil data management.
- Communication and consultation with the parents of young people assigned for teaching
- Offer guidance and support to young people as appropriate

#### **Teaching and Learning**

- Initial profiling of new young people, which including a focus on curriculum provision.
- Supporting Centre Leadership in facilitating online learning within the hospitals where appropriate.
- Supporting Centre Leadership in delivery of examinations.

#### **SEND**

- Supporting the PMLD lead, SENCO and THRIVE practitioner in making confidential contact with home schools to request work to be completed in hospital / SEND information such as IEPs and EHCPs.
- Referring refusal of hospital education to Centre Leadership (including PMLD lead, SENCo) as appropriate.



## Other responsibilities:

- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all organisational systems and procedures.
- Abide by and adhere to all academy policies and practice including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the Academy.
- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- To work across JBA as the needs of the academy dictate.
- To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Hospital Team

**Responsible to:** JBA Hospitals Management Team.

**Responsible for:** n/a

## Job description issued after consultation

**Signature of the Principal**.....

**Date** .....

**Copy received by**

**Signature of the Post holder**.....

**Date** .....

