

Isca Academy

Post-16 Transition Coordinator



At Isca we place our students at the heart of everything that we do, and are relentless in the pursuit of excellence for every individual.



We INSPIRE our students, celebrate their SUCCESS, care about our COMMUNITY and have AMBITION for every single child.



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Key Details

Salary

Grade D - Actual salary
£15,988.65 - £17,607.54

Location

Isca Academy
Earl Richards Road South,
Exeter EX2 6AP

Hours

Term-time + 15 days
including GCSE results day

Interviews

w/c 15th June 2026

Closing date

Sunday 14th June 2026

Required from

September 2026

Isca Academy is an aged 11-16 secondary school based in the heart of Exeter. We firmly believe in the value of a rounded education which promotes creativity, resilience, self-belief and confidence; and we pride ourselves on our exceptional extra-curricular, creative and outdoor education programmes.

How to apply

For an informal conversation about the position please contact Kate Hutchings at recruitment@iscaexeter.co.uk

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



About Isca Academy



Vicki Joyce
Our Headteacher

Isca has an experienced and skilled staff who have a track record of going above and beyond to provide exceptional opportunities for our students.

We recognise that delivering great qualifications is important however, in parallel, building students' character and self-esteem, nurturing their ambition and inspiring a new generation to achieve beyond their wildest imagination is the **Isca** difference.



- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks

A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**. This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



Job Description

Key Purpose

To provide mentoring and pastoral support for students who require additional guidance to overcome barriers to learning, attendance, wellbeing and engagement, enabling them to achieve their full potential both academically and personally.

To lead and coordinate the Post-16 transition process for Year 11 students, supporting them in progressing successfully into further education, employment or training. The postholder will work closely with students, families, school staff and external providers to ensure positive destination outcomes and minimise the risk of students becoming NEET (Not in Education, Employment or Training).

Key Duties & Responsibilities

Mentoring and Student Support

- Provide individual mentoring and targeted support for identified students across Key Stages 3 and 4.
- Develop positive and professional relationships with students to improve confidence, resilience, motivation and engagement with learning.
- Identify barriers to learning and implement personalised support strategies to address academic, social, emotional or behavioural needs.
- Monitor and evaluate the impact of mentoring interventions on student progress, attendance, behaviour and wellbeing.
- Maintain accurate records of interventions, meetings, progress and outcomes in line with school procedures.
- Liaise with teaching staff, pastoral teams, SEND staff, safeguarding leads and external agencies to ensure coordinated support for students.
- Support students in developing independence, self-esteem, organisation skills and positive attitudes to learning.
- Communicate effectively with parents/carers regarding student progress, concerns and support plans.
- Support students during key transition periods and reintegration into school where appropriate.

Post-16 Transition Coordination

- Lead and coordinate the Year 11 Post-16 transition programme.
- Deliver impartial Information, Advice and Guidance (IAG) to students regarding further education, apprenticeships, training and employment pathways.
- Organise and deliver one-to-one transition meetings with students to support informed decision-making about Post-16 options.
- Maintain strong partnerships with colleges, sixth forms, apprenticeship providers, employers and training organisations.
- Coordinate student applications, references and destination tracking processes.
- Organise and support careers events, college visits, transition days and information evenings for students and families.
- Ensure all students have appropriate Post-16 plans and receive support throughout the application and enrolment process.

Job Description

Key Duties & Responsibilities

- Monitor student destinations following Year 11 and support students during the first term of Post-16 education or training to maximise retention and reduce NEET figures.
- Maintain accurate destination data and ensure statutory reporting requirements are met.

Safeguarding and Pastoral Responsibilities

- Promote and safeguard the welfare of children and young people in accordance with statutory safeguarding guidance and school policies.
- Report safeguarding concerns promptly and appropriately following school procedures.
- Maintain professional boundaries and confidentiality at all times.
- Support the school's inclusive ethos and commitment to equality, diversity and inclusion.

General Responsibilities

- Participate fully in staff meetings, training, professional development and appraisal processes.
- Work collaboratively as part of the wider pastoral and inclusion team.
- Support the implementation of school policies and procedures, including behaviour, safeguarding, health and safety, attendance and equal opportunities.
- Keep up to date with developments in careers education, mentoring, safeguarding and Post-16 pathways.
- Undertake lunchtime, breaktime or after-school duties as required.
- Carry out any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the Headteacher.

Person Specification

Essential Criteria

- Experience of working with secondary-aged young people in an educational or pastoral setting.
- Strong interpersonal and communication skills.
- Ability to build positive and supportive relationships with students and families.
- Knowledge of safeguarding procedures and student wellbeing support.
- Understanding of Post-16 education, training and employment pathways in the UK.
- Good organisational and administrative skills, including accurate record keeping.
- Ability to work independently and collaboratively as part of a team.
- Commitment to inclusion, equality and raising aspirations for young people.

Desirable Criteria

- Experience of mentoring or pastoral intervention work.
- Experience of careers guidance, transition support or CEIAG delivery.
- Knowledge of local colleges, apprenticeship providers and alternative pathways.
- Relevant qualifications in youth work, mentoring, education, careers guidance or safeguarding.
- First Aid qualification or willingness to undertake training.
- Working Conditions
- Term-time working with occasional evening attendance required for events, meetings or transition activities.
- Some flexibility in working hours may be required to meet student and school needs.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.



#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can reach their full potential, with dignity, respect, and equal opportunities for all.

We value the unique contributions of each individual, recognising that diversity strengthens our community and makes our Trust a positive place to work and grow.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to transform the lives of the children in our Trust.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical, not time span



Practice-Based Domain-Specific

Create new habits Create new habits



External Expertise

Challenge the familiar & refresh ideas



Professional Buy-In

Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

Microsystem

Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- ensure attendance is good

School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work. When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:




Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000.
cyclescheme.co.uk



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



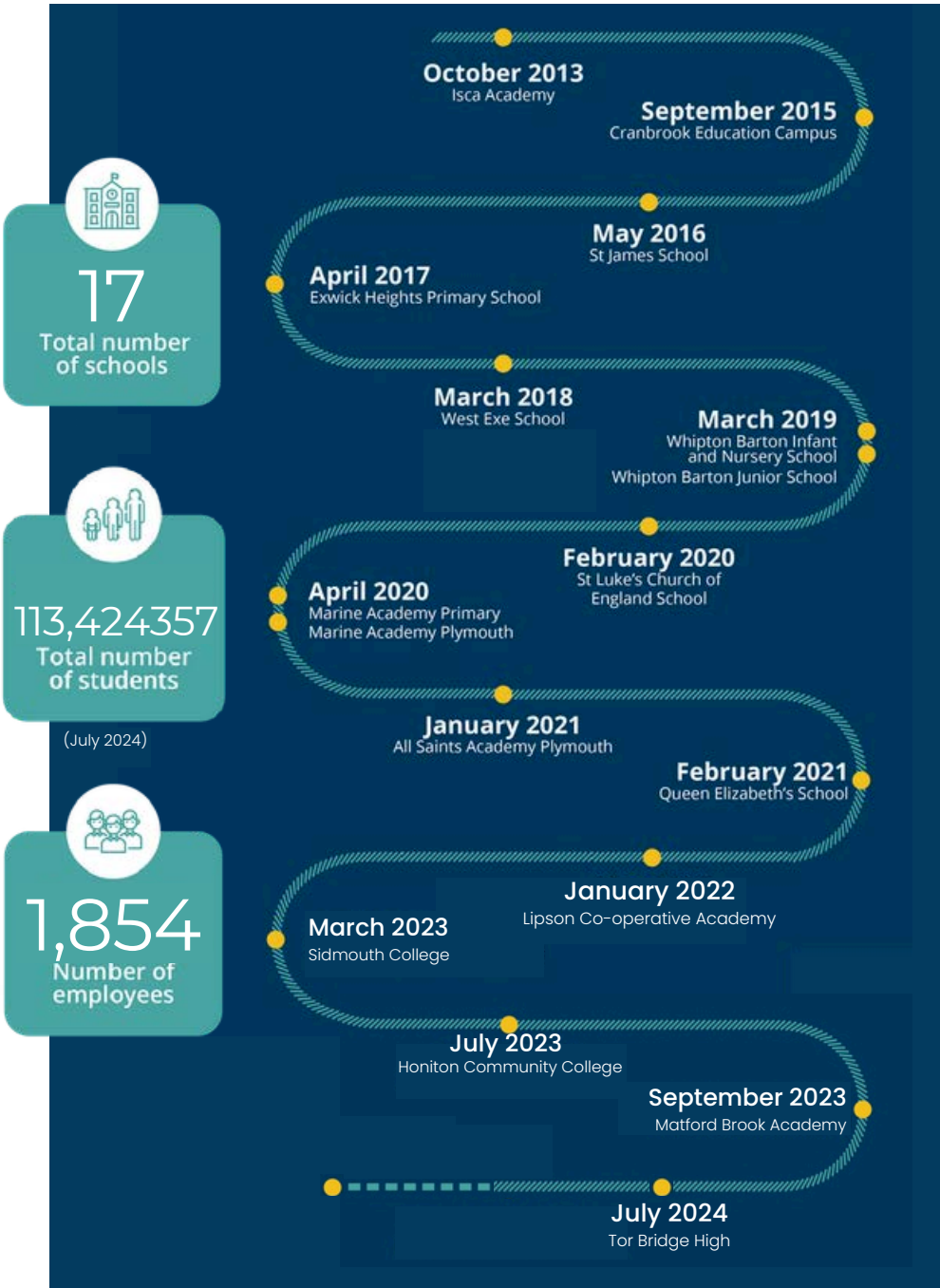
Family friendly policies and flexible working opportunities



Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Thank you for
your interest in
working with us!

