

GRADE 5 TRANSITION AND DESTINATION LEADER – JOB DESCRIPTION

Hours of work: 36.5 hours per week, Monday to Friday, term time only, plus three weeks holiday working

Salary: Grade 5 £44,253 to £53,051 FTE (Actual salary £41,594.87 to £49,864.40)

Allowances: £1,779 SEN Allowance FTE (pro rata)

A Transition and Destination Leader is required to establish creative and highly ambitious partnerships with local and national employers and communities to support learners transition through their study programmes and lead them to sustainable destinations that meet their desired outcomes and full potential.

The Hive College study programmes focus and outcomes are as follows:

- The LIVE study programme is focused on the learners gaining meaningful paid employment to meet their career aspirations.
- The STRIVE study programme is focused on the learners gaining access to social destinations within their community to meet their individual interests and needs.
- The THRIVE study programme is focused on learners gaining supported employment in volunteering roles, or gaining access to social destinations within their community, to meet their individual interests and needs.

JOB PURPOSE

- To be responsible for recruiting and maintaining employer engagement from all sectors, to provide a variety of work placements and supported internships for learners on the LIVE study programme, that will lead to paid employment.
- To provide a variety of work placements and a variety of social destinations for learners on the THRIVE study programme, that will lead to either volunteering opportunities or social destinations upon completion of their study programme.
- To provide a variety of social destinations for learners on the STRIVE study programme to assist them and their families in making the right choices for their future destinations, upon completion of their study programme.
- To line manage a team of Employment, Volunteering and Community Coaches in supporting learners in the workplace or in the community.
- To lead the Transition Team to ensure learners transitions into college are planned accordingly, monitored throughout their study programmes and that suitable transitions out to their chosen destinations are in place.
- To liaise with external agencies who provide additional support for learners to reduce barriers and enable learners to access the workplace and social destinations.

DUTIES AND RESPONSIBILITIES

- To deliver careers advice and guidance as part of the induction process and within the curriculum, so that learners understand the full range of opportunities available to them and the skills they need to succeed in the workplace and in the community.
- Arrange careers meetings with learners and parents / carers across all study programmes.
- To manage a variety of work placements, supported internships and volunteering roles to meet the requirements of those learners who want to access paid employment or volunteering roles.

- To ensure risk assessments and health and safety policies and procedures are in place within the employer's premises and for any community visits.
- To allocate Employment, Volunteering and Community Coaches to support learners when they are off site.
- To liaise with the Transport Manager to identify and request any transport requirements for work placements and community visits and allocate drivers.
- To organise Independent Travel Training where applicable to the individual learner's needs.
- To maintain an accurate database of employers and social destinations that are available for learners.
- Co-ordinate regular progress meetings between the Employment team, employers, learner and parent /carers.
- To co-ordinate meetings with employers, external agencies and parents / carers to ensure transition and destinations are planned for in advance and that strong professional relationships are maintained.
- To ensure that systems are in place and regularly updated for monitoring learners' progress towards their individual destination targets.
- To support the senior coaches' roles in developing links within local employers and communities and maintaining learners progress to ensure they meet the intention of each study programme across college.
- To ensure Learner Memorandums are completed accordingly and signed by the learner, parent / carer and the employer or social destination provider.
- To develop systems to maintain contact with students when they have completed their programme of study to ensure that they remain in employment, volunteering roles and social destinations.
- To arrange visits to see prospective learners in their current setting, prior to responding to referrals from local authorities, to ensure that the Hive College can meet learners needs.
- Collate information gained for all new students, after visits to them in their current setting have taken place.
- Arrange Taster Days and visits to the Hive for learners who have been placed here, to ease their transition from school to college.
- To plan, organise and evaluate work related and social destination transition events such as Progression Evenings, Employability Days and Careers events.
- To co-ordinate marketing opportunities by organising college representation at Careers and Employability external events.
- To develop and maintain strong relationships with local authorities and careers departments in educational settings.
- To monitor and evaluate responses to questionnaires and provide statistical reports to the Senior Leadership Team, when required.
- To be the point of contact for CEC and compass management.
- To provide a Careers Leadership Review to the Assistant Principal responsible for career progression.
- To co-ordinate schedules for EHCP reviews with learners, parents / carers, employment or community teams.
- To ensure relevant placements are in place for all learners in readiness for September starts.
- Track and record all extra-curricular activities.
- To communicate the principles of safeguarding of young adults when on work placement and when in the community.

- To maintain membership of business networking organisations such as Chamber of Commerce in the Birmingham area, to build relationships between small and large enterprises and the college.
- Review and develop own professional practice and participate in appropriate professional development including the principles of performance management.
- To adhere to the ethos of the college, for example:
 - To set an example of personal integrity and professionalism
 - To promote the agreed vision and aims of the college
 - Attendance at appropriate staff meeting and Progression Evenings
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive College.

SUPERVISION RECEIVED

Supervising Officer's Job Title: The Assistant Principal

Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor Plan own work to ensure the meeting of defined objectives

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

TRAINING	• Willingness to participate in further training and developmental opportunities offered by the college to further knowledge.		AF/I
EDUCATION / QUALIFICATIONS	• Level 5 or 6 Careers Advice and Guidance. • Good numeracy and literacy skills. • Good ICT skills.		AF/I AF/I AF/I
OTHER	• Willingness to maintain confidentiality on all college matters. • A flexible and positive attitude. • Competent and organised. • Patient. • Enjoy working with young adults. • Reliable and punctual.		AF/I AF/I AF/I AF/I AF/I
SAFEGUARDING	• Enhanced DBS is essential • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role		AF/I AF/I

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