

SIDESTRAND HALL SCHOOL  
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Head teacher: Ms Shelley Taylor



Achievement Beyond Expectation

## **Transition Coordinator, Careers lead and Classroom Support**

**Scale F point 13 Permanent £23730 Actual per annum (34hrs a week term time +1)  
Hourly Rate £15.56 Scale F (£30023, FTE)**

**34hrs a week, term time plus one week only  
Required for – November/December 2026**

Sidestrand Hall School is a Complex Needs school providing education to pupils aged 7-19 years. We are seeking an enthusiastic, organised, and dedicated **Transition Coordinator, Careers Lead and Classroom Support** to join our team and play a key role in supporting students as they progress from school into further education, training, employment, and adult life.

This is an exciting opportunity to make a real difference to the lives of young people with SEND by coordinating high-quality transition planning and careers education. Working closely with students, families, school staff, external agencies, colleges, employers, and local authority services, you will help ensure every student is supported to achieve their aspirations and move confidently towards their next destination.

**Pupil Profile:** Varied, including speech and communication difficulties, autistic spectrum condition, social and emotional mental health needs, and learning difficulties.

### **Responsibilities:**

- Lead and coordinate transition planning for students moving to further education, training, employment, and adult services.
- Support students and families through post-school applications, including college placements, transport, funding, and adult social care processes.
- Organise transition visits, college visits, careers fairs, work experience opportunities, and employer engagement activities.
- Work collaboratively with class teachers, EHCP Coordinators, colleges, and external agencies to secure positive outcomes for students.

- Provide information, advice, and guidance to students and families regarding future pathways and opportunities.
- Support the school's careers programme and contribute towards achieving and maintaining high Gatsby Benchmark standards.
- Maintain accurate records and ensure statutory careers information is up to date and compliant.
- Provide targeted classroom support to students, ensuring they can access learning and achieve their individual outcomes.
- Support the implementation of EHCP targets, behaviour plans, and personalised learning programmes.
- Promote pupils' wellbeing, independence, confidence, and social development.
- Assist with educational visits, enrichment activities, and work-related learning opportunities linked to students' transition and preparation for adulthood.
- Work as part of a multidisciplinary team to provide a safe, inclusive, and supportive learning environment for all students.

### **Candidate Profile:**

- Experience of working with young people, preferably those with SEND.
- Experience of coordinating or supporting transition planning, careers education, or student progression.
- Knowledge of EHCP processes and Preparing for Adulthood outcomes.
- Understanding of the Gatsby Benchmarks and careers education requirements.
- Excellent communication, organisational, and interpersonal skills.
- GCSE English and Mathematics (or equivalent).
- HLTA qualification, equivalent qualification, or substantial relevant experience.
- Experience within a special school or specialist SEND provision.
- Experience organising careers events, work experience, or employer engagement activities.
- Knowledge of post-16 and post-19 pathways, supported employment, apprenticeships, and further education opportunities.
- Careers Leader qualification or willingness to undertake relevant professional development.

### **What we offer**

- A rewarding role where you can make a genuine difference to the lives of young people.

- A supportive and dedicated staff team.
- Opportunities for ongoing professional development and training.
- A positive and inclusive working environment.
- The opportunity to contribute to an ambitious careers and transition programme.
- Access to an Employee assistance program

**Before you apply**, please see the full job description and person specification, which you should use to demonstrate how you meet the criteria for the role.

Please send all completed application forms to [hr@sidestrandhall.norfolk.sch.uk](mailto:hr@sidestrandhall.norfolk.sch.uk) (we cannot accept CVs due to safer recruitment regulations)

**Closing date:** 22nd October 2026 at 9am

**Interview date:** Week commencing 9<sup>th</sup> November 2026

**Candidates selected for interview will be notified by email**

*The school reserves the right to close this vacancy prior to the advertised closing date if a sufficient number of suitable applications are received. We encourage interested candidates to apply as soon as possible.*

*Part 7 of the Immigration Act (2016) covers this post, and therefore the ability to speak fluent English is an essential requirement for this role*

*We are committed to protecting and respecting your privacy. We will process the personal data we collect from you or that you provide to us in connection with our recruitment processes, as outlined in the school's Privacy Notice (located on the school's website).*

*This school is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you will be required to undergo pre-employment checks.*

*This post is exempt from the Rehabilitation of Offenders Act, and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare, it may be protected under the Exceptions Orders, and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. An online search will be carried out on shortlisted candidates.*