

Job Description

TITLE:	Transitions Coordinator
GRADE:	Scale 10
REPORTS TO:	Transitions Manager - Supported Learning
HOURS:	Contracted for 35 hours per week.

Purpose of the Role

- To be the first point of contact for learners with SEND / High Needs Students for schools, Local Authorities, parents/carers, social services and other professional agencies.
- To provide support to enable High Needs Students, students with EHCPs, learners with SEND and vulnerable students to make a smooth and successful transition from school to college.
- To provide a responsive and efficient service to prospective learners with SEND ensuring that all applicants receive comprehensive, impartial and person-centred initial information and advice.

Key Responsibilities:

- To adhere to relevant staff policies and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate.
- Develop links with schools, feeder schools, special schools, local authorities to plan provision and transition for learners with difficulties and/or disabilities to ensure a smooth and successful transition with maximum inclusion.
- Support with the development of transitions programmes to ensure engagement of learners with SEND and effective transition to college.

- Develop a good understanding of the curriculum in NCC from PreEntry to Level 3. Working knowledge, application and understanding of the EHCP and SEND legal framework.
- Have a good understanding of the curriculum and support programmes in schools to enable learners to progress on to the relevant programmes of learning in college.
- Working with the schools to identify learners who will progress on to college.
- To work closely with the Supported Learning and SCMs across the curriculum, Senior Support Workers, Senior Support for Behaviour and the Medical Nurse and other colleagues to ensure all relevant information is recorded and provided in a timely manner.
- Provide continued support to the learners and college staff once the learner has progressed to college and settled on their programmes.
- Work with the Supported Learning SCM to apply and maintain Education Health Care Plans (EHCP) in line with current legislation.
- Work with the Senior Support Workers and Supported Learning SCM to arrange annual reviews for High Needs Students/EHCP learners/learners with SEND in line with the current legislation.
- Ensure there are robust tracking systems in place to monitor and evaluate numbers of HNS/EHCP learners, medical needs, personal care needs, support needs, behaviour needs, academic information and other information as required.
- Liaise with Senior Support Workers, SEND and Supported Learning SCMs regarding the inputting of costs for High Needs Cost Forms to meet local authority SEND panel deadlines.
- Work with the Senior Support Workers to ensure support plans are in place and recommend adjustments.
- To develop strong, supportive and positive relationships with the parents/carers/learners to support the process of person-centred transition to planning.
- To provide initial information and advice about SEND and mainstream courses at New City College to parents/carers and prospective learners to inform them of course choice.

- Provide practical advice and assistance with the completion of application forms and enrolment documentation.
- Arrange interviews and management correspondence with applicants/parents/carers and schools.
- Attend events and activities such as Open Days at New City College and other promotional activities at schools to ensure the provision of information and advice about SEND and mainstreams courses.
- Attend annual reviews at schools and arrange observations of the learners who potentially will be attending the college.
- Collaboratively work with the Senior Support Workers and Senior Support for Behaviour regarding information from annual reviews, observations at the schools to ensure all information is recorded and discussed at meetings.
- Hold regular meetings with the Supported Learning SCM, Senior Support Workers and Senior Support for Behaviour to give updates.
- Liaise with the Supported Learning SCM, Senior Support Worker and Senior Support for Behaviour to identify training needs.
- Provide practical support and assistance to learners with SEND as part of their transition to further learning, employment or HE.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.

- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills

Experience

- Evidence of a good knowledge of curriculum for students with SEND at Pre-Entry to Level 3.
- Experience of working with learners with SEND and promoting independence.
- Ability to develop partnerships with external organisations.
- Experience of writing support plans, risk assessments and PEEPs.
- An awareness of PBS and strategies used.
- Have a good understanding of medical and personal care needs.
- Commitment and understanding of an inclusive education
- Experience of promoting learning support in an FE environment.
- Knowledge of the education sector, with the ability to build links with other education providers, feeder schools and NEET providers.
- Ideally working experience of the HE sector.
- Experience of working as a member of a team and evidence to work effectively with colleagues.
- Ability to forge strong working relationships with both internal and external partners and stakeholders.
- Excellent presentation skills able to present to multiple stakeholders.
- An understanding of and commitment to Equality and Diversity and safeguarding demonstrating practical ideas for their implementation for this post.
- This post requires travelling between 2 or 3 campuses in the course of your work and visiting schools. A willingness and ability to travel is essential.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.

- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.