



Phoenix School

WORK RELATED LEARNING CO-ORDINATOR

NJC Scale 5 (SCP 12-15) Pro-rata (Actual Salary £30,802 - £32,177)

Permanent | Term-Time Only | 35 Hours Per Week (8:45am – 3.30pm Including one evening until 5pm & one evening until 4pm) Start Date: As soon as possible

We are looking to appoint an experienced Work-Related Learning Coordinator who will work within KS4 and KS5. You will have a key role in the implementation of work placements to develop students coping strategies and resilience to support them to self-confidently work in new environments and with new people.

We are looking for a proficient, pupil centred and self-motivated individual who is equipped with the knowledge and understating of how to facilitate Work Related Learning opportunities for students who are on the Autistic Spectrum in KS4 and KS5, coaching and mentoring them to fulfil their potential.

The post would suit an enthusiastic individual who is looking to make a difference to the lives of young people with autism and complex needs as well as furthering their own professional development. The successful candidates will have the opportunity to contribute to this exciting development, working across the school. You will be joining a friendly, supportive and high-performing team to meet the challenges of school administration and operations in a special school setting.

Split over three main sites with additional Satellite provisions, Phoenix supports young people aged between 3 and 19. We are an award-winning and “Outstanding” school (Ofsted, April 2024) accredited through the National Autistic Society and praised for our creative approaches. We are committed to safeguarding and promoting the welfare of our young people.

The Role

- Facilitate Work Related Learning in KS4 and KS5, coaching and mentoring them to fulfil their potential.
- Develop students coping strategies and resilience to support them to work confidently in new settings
- Monitor the Health and safety of students on Work placements/during activities and develop student's autonomy around this.
- Make reasonable adjustments and scaffold students to carry out work tasks with greater independence and increase their confidence in the work place.
- Capture student progress feeding back to the class Teacher/parents and gather and collate relevant evidence towards accreditation units.
- Establish good working relationships with other providers and agencies.
- Support the School mission, vision, values and strategic objectives.

How to apply:

The application form can be found on the school website - www.phoenix.towerhamlets.sch.uk and TES. Please return completed application form to: recruitment@phoenix.towerhamlets.sch.uk – **CVs not accepted**

Closing date: 9am 19th October 2026

Shortlisting: 20th October 2026

Interviews & Assessment: Tuesday 2nd and Wednesday 3rd November

It will not be possible to re-arrange these dates. If you are intending to apply, please ensure you are available to attend for an interview.

If you would like to discuss the post or visit, please contact: **Jude Donoghue:**

jude.donoghue@phoenix.towerhamlets.sch.uk

Our school is committed to safeguarding and promoting the welfare of children, young people, and staff. The successful candidate will require an enhanced DBS clearance. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Community | Respect | Engagement | Aspiration | Trust | Equality