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) February 2027 Start

Are you passionate about helping autistic young people build confidence, independence and successful futures? Do you have vocational skills and experience supporting autistic individuals? Could you make a real difference by helping young people develop practical work skills and prepare for adulthood? If so, we would love to hear from you.

Phoenix School is seeking to appoint a **Work-Related Learning Coordinator** to develop and facilitate on-site and off-site work-related learning opportunities for students in Key Stages 4 and 5.
We are looking for a dynamic and enthusiastic individual with practical vocational skills and experience in one or more relevant areas, such as **bike maintenance, barista and hospitality skills, car valeting, painting and decorating, grounds maintenance, carpentry, or creative and artistic projects**.

About the role

This is an exciting opportunity to help autistic young people develop the skills, confidence and independence needed for adult life and future employment.
We are seeking a proactive and dedicated individual who is committed to supporting students to access meaningful work-related learning opportunities. Working closely with students, employers and school staff, you will coach and mentor young people to develop employability skills, workplace confidence and greater independence.
The role includes identifying and developing work placement opportunities, matching students to suitable placements, liaising with employers, providing workplace coaching and support, and promoting inclusive employment practices across a range of settings. You will play a key role in helping students discover their strengths, develop vocational skills and achieve positive outcomes as they prepare for adulthood.

Why work with us

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.

You will join a team committed to improving employment skills for autistic young people, working in partnership with employers/school staff to create opportunities where individuals can develop their skills, contribute their talents and succeed.
If you are a supportive, resourceful and motivated individual who enjoys building relationships, solving problems and helping others reach their potential, we would love to hear from you.

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, 7th December 2026
Shortlisting: 7th & 8th December 2026
Interviews & Assessment: Monday 14th December 2026

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