



Transition Coordinator

Job Description

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| 1. JOB TITLE | Transition Coordinator |
| 2. GRADE | 5/6 |
| 3. SUPERVISED BY | STEM Coordinator and Careers Subject Lead |
| 4. SUPERVISION EXERCISED | Directly: Apprentice Indirectly: Nil |
| 5. CONTACTS | Internal: Staff and students – must be able to engage with solution teams and teaching staff. External: Student’s external agencies, employers, charities, parents, schools, colleges, apprenticeship providers, focused subject specialists. |

Key objective of the role:

Transition Coordinator will be responsible for preparing young people for their next steps, preventing them from becoming NEET and supporting Year 12 through the autumn term. This role would be responsible for providing support for post 16 vulnerable young people who have been out of education.

Experience in providing information, advice, guidance, and support to young people who face barriers to entering training or employment is desirable. However, the ability to build relationships, connections and networks is key to this role. Must be a motivated self-starter and inspire confidence in wider networks.

MAIN DUTIES & RESPONSIBILITIES

6. Developing a holistic pre-employment programme for students that focuses on developing their practical employability skills (e.g.CV writing)
7. Complete career action plans and review progress with Year 11 and 10 students
8. Ensure student targets are well monitored, managed, and reviewed and are embedded in an overall student tracking system
9. Review and monitor the quality of CVs for each student in Year 11 and 10
10. Liaising with skills coaches, external agencies and teachers to develop an inclusive annual programme of careers and employability related events for students
11. Plan deliver assemblies and workshops to actively promote employability skills, and employer-based training schemes (e.g. Traineeships, Apprenticeships)
12. Deliver sessions targeted at developing students skills towards succeeding in obtaining and sustaining employment or progression into further studies
13. To establish links with local employers who are keen to support learners on placements
14. Build up a database of potential employers/third sector organisations prepared to offer placements/volunteering opportunities and employment opportunities.
15. To establish a programme of work experience to allow students the experience of the workplace in all sectors
16. To track and monitor all placements, providing this information on school management systems to facilitate end of year reports
17. To prepare students for their work placement and conduct risk assessments prior to all placements
18. To record learner and employer evaluations of all work experience completed
19. Develop a 'celebration of achievement' ethos which is visible, tangible, and fun including leading on the Year 11's end of year celebration
20. Organise a wide range of support for students on Result's Day – actively identifying alternatives where destinations may have broken down.
21. Support the transition of students into further studies or employment through close liaison and mentoring support with colleges, training providers and sixth forms
22. Devise drop-in services and visits to year 12 students in their place of study throughout the autumn term liaising with heads of departments or curriculum leads

23. Produce reports as required and meet KPI targets

Other duties:

24. Be responsible for the Futures Hub base room – ensuring all resources are relevant and up to date.

25. To be based in the Futures Hub delivering careers and employability sessions to students.

26. Undertake all duties and responsibilities in accordance with OHC&AT policies and relevant legislation, inclusive of Equal Opportunities, Health & Safety, Data Protection, Child and Vulnerable Adult Protection, Financial regulations, and Quality frameworks. To report any concerns to the appropriate person.

27. Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

Person Specification

This person specification will be used for recruitment to the Transition Officer. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

| QUALIFICATIONS (list) | ESSENTIAL | DESIRABLE | TESTING METHOD |
|---|-----------|-----------|-----------------------------|
| Educated to GCSE standard in English and Maths | √ | | Checked certificates |
| STATUTORY or ROLE SPECIFIC REQUIREMENTS | ESSENTIAL | DESIRABLE | TESTING METHOD |
| Safeguarding training | √ | | Pre-application question |
| EXPERIENCE (describe) | ESSENTIAL | DESIRABLE | TESTING METHOD |
| A compassionate trauma informed approach to working with vulnerable students | √ | | Interview |
| Ability to establish appropriate and effective nurturing relationships with young people | √ | | Scored application question |
| Knowledge of the demands of working with external organisations | √ | | Interview |
| Experience of liaising with employers in relation to all aspects of work experience placements including health and safety checks | √ | | Interview |
| Experience of providing training, guidance, and support to others. | √ | | Interview |
| Experience of student target setting and tracking of progress | √ | | Interview |
| Able to establish good collaborative relationships and networks | √ | | Interview |
| Experience of one or more of the following environments: recruitment, careers advisory, student support, marketing. | √ | | Scored application question |
| Experience of empowering and motivating young people with evidence of celebrating achievements | √ | | Interview |
| KNOWLEDGE & SKILLS | ESSENTIAL | DESIRABLE | TESTING METHOD |
| Good interpersonal skills to enable you to assist with liaison between student and school or other agencies | √ | | Interview |

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| Demonstrable interest and experience in the progress and achievement of young people | √ | | Application Form and Interview |
| Excellent presentation and communication skills; able to motivate and convey information effectively to students, colleagues, and employers | √ | | Interview |
| Excellent report writing and analysis skills; able to critique CVs, job applications, and provide formative feedback to students | √ | | Interview |
| Knowledge of local and national employers | √ | | Interview |
| A driving license and use of a car, to travel to meetings | | √ | Checked licence |
| COMPETENCES | ESSENTIAL | DESIRABLE | TESTING METHOD |
| “Can do” positive attitude Enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained | √ | | Scored application question |
| Takes responsibility and delivers results Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed | √ | | Scored application question |
| Takes ownership of personal development Committed to reflecting on own performance, seeking, and accepting constructive feedback and learning from own experiences | √ | | Scored application question |
| Ability to develop relationships working within both internal and external teams Ability to develop trust in colleagues, management, and external providers; able to take guidance and see solutions; have a positive and solution-focused attitude | √ | | Scored application question |