# Job Description

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| Job Title | **Primary-Secondary Transition Coordinator** |
| Location | **The Oxford Academy** |
| Hours | Full-time |
| Contract Type | Permanent |
| Reporting To | ? |

**Job Purpose**

The Transition Coordinator assists and supports students, families, school and agency staff in learning about transition options that may be available for student and then planning and accessing transition activities for youth with disabilities within TOA and its local school districts. Students, families, school and agency staff are encouraged to contact the Transition Coordinator if they are interested in assistance.  
  
The Transition Coordinator further assists in the collection and analysis of data related to transition practices and assist in the development of effective transition of IEP’s, act as a team leader and liaison for projects.

**Key Teaching Responsibilities**

**Recruitment**

* Lead and develop Primary calendar
* Liaise with HOY7 to plan recruitment process throughout the year and ensure that it is adhered to.
* Attend Parents evenings in all Primaries Y5 and 6
* Organise Open Eve in September.
* Work with HOY 7 to ensure that formal transition processes are run effectively.
* Improve the marketing strategy for TOA Y7.
* Train current TOA students to be transition ambassadors, leading recruitment talks in Y6 and small group activities in TOA prior to Transfer Day.

**Learning**

* Ensure a clear understanding of pupils’ achievements in primary schools and work with TOA staff to check that teaching and learning is correctly targeted for pupils to build on this from the day they join.
* Improve the understanding of structures and systems in both sectors and ensure consistency within and across to enable learners to transfer successfully.
* Identify individual needs immediately after allocation of places and work with appropriate person in TOA to put strategies in place so that pupils are stretched, supported and challenged
* Grow the capacity to be able to deliver strategies to ‘Close the Gap’ including working with key staff in KS2 and KS3 to ensure accelerated development of learners literacy/numeracy skills prior to transfer.
* Increase opportunities for local Primaries to visit TOA for learning.
* Improve the understanding of KS2 teachers about the expectations of Level 6 by promoting joint working and support for HPA pupils
* Develop transitional working practices amongst teachers by leading joint lesson observations in sectors, book reviews and quality assurance
* Promote meetings to monitor progress of Year 7 learners during the Autumn Term to avoid slippage

**Family liaison/community**

* Contact with all incoming students and their families via one to one meetings and home visits prior to transfer.
* Arrange and host individual and group visits other than Transfer Day.
* Represent TOA at Primary events.
* Set up a Y6 Parent group to work with TOA staff pre and post transition.
* Promote and coordinate joint events across both sectors.

**Other**

* Coordinate the collection of and analysis of data across the sectors ensure that all relevant stakeholders are involved.
* To undertake any additional duties on a flexible basis relating to any of the above and outside school hours.
* Summer School?

**Generic Responsibilities**

* Comply with policies and procedures relating to safe guarding, child protection, health

and safety and security, confidentiality and data protection, reporting all concerns to

the appropriate person;

* Contribute to the overall ethos, work and aims of the Academy.

**This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.**