Transition Officer

Job Description

1.	JOB TITLE	Careers & Employability Officer
2.	GRADE	Scale 4/5 FTE £27,849 - £31,438 PRO RATA £23,847.07 - £26,920.33
3.	SUPERVISED BY	STEM Coordinator and Careers Subject Lead
4.	SUPERVISION EXERCISED	Directly: Nil 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 Officer 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.

Year 12 Students

6. Organise a wide range of support for students on Result's Day – actively identifying alternatives where destinations may have broken down.

7. Ascertain and record student's preferences/needs in training, employment, volunteering or further studies.

8. Conduct regular reviews of progress against plans and changes as they are identified throughout the autumn term

9. Provide employability and transition related IAGS ensuring year 12 students have firm and sustainable destinations

10. Support year 12 students in applying for college placements/volunteering opportunities and employment opportunities including apprenticeships and internships.

11. Prevent the number of students becoming NEET by actively supporting the progression of students into further studies, employment or training and to capture their destinations

12. Devise summer school programmes for Year 12 students including 'bridging courses' in preparation for further studies or employment

13. Support the transition of students into further studies or employment through close liaison and mentoring support with colleges, training providers and sixth forms

14. 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

15. Coordinate revision classes for Year 12 students wishing to 'retake' autumn term exams

16. Contribute to passports and maintain individual learning plans for students relating to employment/volunteering and/or education and transition goals

17. Develop a comprehensive and engaging schedule of activities which will seek to give guidance as to their next steps, but also motivate and inspire Year 12's to succeed.

18. Develop a 'celebration of achievement' ethos which is visible, tangible and fun!

Year 11 Students

19. Provide destination IAGS and ensure a robust action plan is kept.

20. Complete career action plans and review progress with Year 11 and 10 students

21. Review and monitor the quality of CVs for each student in Year 11 and 10

22. Complete career action plans and review progress with Year 11 students

23. Build up a database of potential employers/third sector organisations prepared to offer placements/volunteering opportunities and employment opportunities.

24. Support students in applying for college placements/volunteering opportunities and employment opportunities

25. Support students on work placements as required

26. Ensure employers observe Health and Safety responsibilities and carry out relevant checks, follow up meetings etc.

27. Contribute to the celebration of achievement for Year 11's

28. Lead on the Year 11's end of year celebration

Other duties:

29. Maintain records for monitoring and quality and audit purposes

30. Ensure student targets are well monitored, managed and reviewed and are embedded in an overall student tracking system

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

32. Produce reports as required and meet KPI targets

33. 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.

34. 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.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks

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**
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
Ability to organise own workload and demonstrate autonomy, initiative and creativity.	√		Scored application question
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	√		
KNOWLEDGE & SKILLS	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Good interpersonal skills to enable you to assist with liaison between student and school or other agencies	√		Interview

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 and 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	√		
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

As part of Orchard Hill College& Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates. Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.