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**TITLE:** **Transitions Manager**

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**GRADE:** Manager Scale

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**RESPONSIBLE TO:** High Needs Students Contracts and Borough Liaison Manager

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**PURPOSE OF JOB:**

- To lead and manage the Transitions Coordinators working with both SEND and Mainstream EHCP & High Needs learners.
- To work closely with the Supported Learning and SEND SCMs to devise, develop and implement support for individual and groups of learners.
- To carry out line-management duties i.e. performance development review process, observations and budget control.
- To lead in the transition and funding arrangements of High Needs learners, learners with EHCPs and most vulnerable learners to make a smooth and successful transition from school to college.

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

## **3. Particular to the Post**

- 3.1 To adhere to relevant staff polices and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate
- 3.2 To lead the development of links with schools, feeder schools, special schools, local authorities to plan provision and transition for learners with difficulties and/or disabilities to ensure a smooth and successful transition with maximum inclusion
- 3.3 Develop a good understanding of the curriculum in NCC from Pre-Entry to Level 3. Working knowledge, application and understanding of the EHCP and SEND Legal framework.
- 3.4 Have a good understanding of the curriculum and support programmes in schools to enable learners to progress on to the relevant programmes of learning in college
- 3.5 Ensure the College has systems and processes to consistently identify learners who will progress on to college.
- 3.6 Work with Supported Learning and SEND Managers to arrange annual reviews for High Needs learners/EHCP learners in line with the current legislation.
- 3.7 Ensure there are robust tracking systems in place to monitor and evaluate numbers of HNS/EHCP learners, medical needs, personal care needs, support needs, behaviour needs, academic information and other information as required
- 3.8 Liaise with SEND and Supported Learning SCMs regarding the inputting of costs for High Needs Cost Forms to meet local authority SEND panel deadlines.
- 3.9 Work with managers within SEND and Supported Learning to ensure support plans are in place and recommend adjustments
- 3.10 Lead a team to develop strong, supportive and positive relationships with

the parents/carers/learners to support the process of person centered transition and planning.

- 3.11 To provide initial information and advice about SEND and mainstream courses at New City College to parents/carers and prospective learners to inform them of course choice.
- 3.12 Attend events and activities such as Open Days at New City College and other promotional activities at schools to ensure the provision of information and advice about SEND and mainstreams courses.
- 3.13 Attend annual reviews at schools and arrange observations of the learners who potentially will be attending the college.
- 3.14 Ensure mechanisms for capturing and reporting on information from annual reviews and observations at the schools to ensure all information is recorded and discussed at meetings.
- 3.15 Hold regular meetings with the Transitions Team, Supported Learning SCMs, SEND SCMs, Senior Support Workers and Senior Support for Behaviour to give updates.
- 3.16 Support the GCD Supported Learning to identify training needs of SEND and Supported Learning Staff regarding funding and annual reviews.

#### **4. Managing People**

- 4.1 To assist in the recruitment and selection of staff
- 4.2 To ensure that new staff are given training on how to support with Transition, complete funding applications and lead Annual Reviews
- 4.3 To identify the training and development needs of the Supported Learning and SEND Staff
  - i. To contribute to the staff development programme for the College
  - ii. To assist in the development of the Supported Learning and SEND Team
- 4.4 To keep up-to date with Supported Learning sector best practice and relevant funding regulations
- 4.5 To chair and provide statistical data at Annual Reviews and team meetings.
- 4.6 To help forecast potential learners at each campus who may require support.
- 4.7 To evaluate the service provided through performance indicators, to gather information for the GCD Supported Learning

## **5. Person Specification**

- 5.1 Good standard of education especially in English and Maths (Level 2, or Grade 4 GCSE or higher) and IT
- 5.2 Evidence of a good knowledge of curriculum for students with learning and/or disabilities at Pre-Entry to Level 3
- 5.3 Substantial experience of leading and managing staff.
- 5.4 Proven track record in developing partnerships with external organisations.
- 5.5 Have a good understanding of medical and personal care needs.
- 5.6 Commitment and understanding of an inclusive education
- 5.7 Experience of promoting learning support in an FE environment.
- 5.8 Knowledge of the education sector, with the ability to build links with other education providers, feeder schools and NEET providers.
- 5.9 Experience of working as a member of a team and evidence to work effectively with colleagues.
- 5.10 Ability to forge strong working relationships with both internal and external partners and stakeholders.
- 5.11 Excellent presentation skills able to present to multiple stakeholders.
- 5.12 An understanding of and commitment to Equality and Diversity and safeguarding demonstrating practical ideas for their implementation for this post.
- 5.13 This post requires travelling between campuses in the course of your work and visiting schools. A willingness and ability to travel is essential

### **Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College