



JOB DESCRIPTION

Transition Coordinator



WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Transition Coordinator
REPORTING TO: Head of Foundation Learning
HOURS: 18 hours per week / 0.5 FTE
GRADE: Scale 6 SP23-25

KEY RESPONSIBILITIES

1. Ensure the successful transition of learners with Education Health and Care Plans in and out of the mainstream and Foundation Learning curriculum areas.
2. To liaise with external settings to ensure that appropriate information is gathered for successful transition and support planning.

MAIN RESPONSIBILITIES

1. To work closely with Curriculum and Additional Learning Support teams to facilitate transition arrangements for learners joining and leaving the College.
2. Liaise with current / previous settings to ensure information gathering for the purpose of effective support planning.
3. To ensure that teaching and learning support members of staff have appropriate information about the additional needs of their learners.
4. To support and advise teaching and support teams to provide the most effective and efficient support and adjustments for learners with additional needs.
5. Undertake observations of potential applicants in their current setting where required.
6. To plan, coordinate and deliver transition activities for new learners to ensure effective transition of new learners into the college, leading to excellent outcomes for learners.
7. Undertake all administration tasks in relation to successful transition processes.
8. Attend external Annual Review meetings, representing the College and providing information that leads to informed learner transition choice.
9. Support with the writing of support plans for new learners.
10. Support with consultation interviews for potential new learners as well as Annual Review for learners leaving the college.
11. Assist with the liaison with parents where required.
12. Support with recruitment, admissions and enrolment processes where required.
13. Develop and maintain links with external providers and services to support the transition of learners to employment.

GENERAL

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/ Desirable
Qualifications (Educational and Vocational)	Degree qualification in related field.	D
	A grade C or higher in English and Maths GCSE (or equivalent).	E
Previous experience/job knowledge	Working knowledge of SEND Code of Practice.	E
	Working knowledge of EHCPs, consultation and Annual Review processes.	E
	Experience of working in education settings.	E
	Experience of working with learners with EHCPs / additional needs.	E
	Up to date knowledge and awareness of learning and social issues that impact on engagement, retention and achievement of learners with SEND.	E
Skills (Competencies and Aptitudes)	Excellent interpersonal and communication skills.	E
	Ability to create and maintain effective working relationships with learners, staff, parents and external settings.	E
	Ability to work collaboratively and supportively as part of a team.	E
	Ability to work flexibly and autonomously.	E
	Excellent organisation skills and ability to prioritise own workload and to meet deadlines.	E
	Good IT skills including Microsoft Office packages.	E
Other factors/ additional requirements	Commitment to and understanding of equality, diversity, and inclusion and experience of putting this into practice.	E
	Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E
	Ability and willingness to undertake continuous professional development.	E

	Flexible approach to hours and duties.	E
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