Laleham Gap School Job Description

**Job Description:** **14+ Transition Liaison**

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| **School:** | **Laleham Gap** |
| **Grade:** | **Kent Range 6 plus SENA** |
| **Responsible to:** | **14+ Lead Line Manager** |

**Purpose of the Job:**

This exciting new post has been designed to support the transition of young people as they move through Key Stage 4 and into Post 16 Education, Employment or Training. The post holder will liaise with current and ex pupils and families and will, where necessary, act as an advocate on their behalf to support their transition. The post holder will work collaboratively with school and college staff to support those young people who undertake college link options in KS4. The role will support the delivery of the school’s career programme and will also support the coordination of work experience. The post holder will be able to manage their time effectively, will be willing to undertake lone working and will work under the line management of the 14+ Lead.

Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

**Key duties and responsibilities:**

**Transition**

* Be a trusted member of staff available to advocate for young people with college, schools or employers. This will then allow college, school and employers to be better informed and if necessary put in place strategies or interventions to support the young person. In turn, the post holder can offer advice and guidance on suitable and previously successful ways of supporting the young person. Liaison with support staff and learning mentors at the college will be instantaneous, visible to the young person and will avoid delays.
* Lead visits to colleges, schools, employers.
* To work closely with Colleges developing support mechanisms and if necessary interventions for current and ex. Laleham Gap School students
* Be flexible and adapt the role depending on the needs and locations of our young people. This may require holiday time in lieu for college open days, evening availability for transition meetings
* Liaise with LGS post 16 team and Wellbeing team regarding transition of students to college, school or employment.
* Term 6 support of year 11 pupils post examination period.
* Transition activities may include supporting open days, visits, interviews, induction and transition activities.
* Support those at risk of becoming NEET, attend EHCP meetings as required.

**KS4 College links**

* Operational co-ordination of college links courses.

**Work Experience**

* Support with co-ordination of work experience placements including risk assessment and placement visits.

**Careers Education, Information, Advice and Guidance (CEIAG)**

* Support delivery of schools CEIAG programme including visits and attending careers opportunities and meetings.

**General**

* Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
* Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
* Be involved in planning, organising and implementing individual development plans for pupils (such as provision maps/EHCP provision plans), including attendance at, and contribution to, reviews
* Implement behaviour support programmes for pupils with severe learning and/or emotional problems to ensure pupils’ wellbeing, health, safety and learning needs are met.
* Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils’ wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
* Guide and support pupils in their personal, emotional and social development.
* Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
* Work with pupils not working to the normal timetable
* Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
* Undertake lunch duties, playground duties.
* Provide short term cover supervision of classes.
* Assist with the school’s morning and after school pupil transport arrangements where applicable.
* Supervise the work of other support staff/trainees.
* Attend to personal care needs to ensure pupil’s wellbeing and health and safety.
* Attend Professional Development meetings – these will be specified within your contract of employment
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Perform additional duties as directed by the Headteacher

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.