Laleham Gap School Person Specification:

**Job Description:** **14+ Transition Coordinator**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 3 Diploma (or equivalent) * D1 Mini Bus License or willing to drive a mini bus * Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience |
| **EXPERIENCE** | * At Least 2 Years Successful relevant experience of working with children. * Writing, implementing and reviewing risk assessments and behaviour plans * Experience of Lone working and undertaking dynamic risk assessments * Writing professional reports and use of Microsoft Software |
| **SKILLS AND ABILITIES** | * Excellent interpersonal Skills * Ability to establish & maintain a positive & professional working relationship with families, carers and other professionals * Ability Develop and enhance pupil engagement with college / alternative curriculum / schools or employers * Support pupils with early signs of anxieties and work with them, college staff and other agencies to prevent potential barriers to learning. * Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good influencing skills to encourage pupils to interact with others and be socially responsible. * Excellent organisation skills and ability to co-ordinate and support careers meetings, taster days, visits, transition, inductions activities / events * Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour. * Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use * Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required. * Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. * Ability or willingness to drive a mini bus, car and lone work following risk assessment |
| **KNOWLEDGE** | * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality * Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes. * Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. |