**Wyvern School 6th Form Transition Co-ordinator**

**Job Description**

One year temporary contract initially with the likelihood of extension.

37 hours per week, 5 days per week term time plus 5 INSET days.

Kent Range 7

Start date: 1st September 2021

Post holders will support students with their transition to post-19 education, training or employment.

They will be a trusted member of staff and will advocate for young people with colleges, employers, supported internship providers and day service providers. This necessitates liaising with post-19 providers, parents/carers and multi-disciplinary staff in order to discuss strategies or interventions to support the young person.

They will demonstrate an excellent standard of conduct when representing the school externally.

Additionally, the Transition Coordinator will be responsible for arranging work experience for 6th form and some secondary students.

They will liaise with employers, and complete necessary risk assessments and paperwork.

They may be asked to transport individual or groups of students to work experience, transition placements or career-related events, a clean driving licence and a willingness to complete relevant training to enable them to drive the mini bus is essential.

Transition co-ordinatiors will be expected to arrange and support careers meetings, and organise taster days, visits, transition, inductions activities / events.

They will support students with independent careers interviews conducted by external providers, and will monitor, assess and record students’ work-related learning using school recording procedures.

End of year report writing will also be expected.

Transition Co-ordinators will be able to plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher. This will include leading classes when needed.

They will monitor students’ well-being and report any cause for concern immediately.

Transition Coordinators will work closely with the Key Stage Leader and Careers Lead and will perform as other reasonable duties as directed by them or the Head Teacher.