 **NWKAPS**

**JOB DESCRIPTION.**

**Job title:** **Y11 Transition Mentor**

**Grade: KR5**

**Location: NWKAPS – The Westcourt Centre, DA12**

**Role Purpose:**

To support Year 11 students in their transition to Further Education, Employment or Work

**Responsibilities:**

1. Working directly with Year 11 and 12 students to ensure they make a smooth transition into the next steps of their career. This might involve regular phone calls and / or visits. (Please note appropriate safeguarding measures should always be followed.)
2. Liaising with providers (e.g. FE Colleges, apprenticeship providers) and families over key students and identifying appropriate support measures to keep them actively engaged in education or training.
3. Supporting students who are not in employment, education or training in the autumn term to engage through, for example, regular contact, support events, skills workshops and career fairs.
4. Proactively Identifying opportunities for students post-16 such as local apprenticeships, training providers and careers events.
5. Organising visits to colleges, providers and events
6. Organising skills events, workshops and career fairs
7. Assisting in ensuring CEIAG (Careers Education, Information, Advice and Guidance) remains high profile within the Academy, including updating display information.
8. Working closely with the staff member responsiblefor PDWB and other key staff for CEIAG to ensure there is a consistent approach across the Academy.
9. Maintaining records of interventions, tracking destination data and producing reports.
	* + - * 10. Writing CVs, applying for bursaries and various transition tasks.

**Key Duties:** J

1. Upholding Academy expectations around conduct and safeguarding
2. Attendance at relevant staff training
3. Working with tutors, teachers and other staff in the Academy to ensure students are supported cohesively

**Indicative knowledge, skills and experience:** J

1. Minimum of grade C or above GCSE in English and Maths
2. Experience of working with children age 11-16
3. Good communication and IT skills, a strong character, persistence, plenty of enthusiasm and the desire to help make a difference
4. Knowledge and compliance with policies and procedures relevant to child protection and health and safety