

Role title: Transitions Lead

Reporting to: SENCo

Role outline and accountabilities

The purpose of the role will be to work in collaboration with the SENCo, Pastoral & Welfare Lead, the learner, their families and other professionals to formulate, agree and be a key part of delivering a personalised transition plan for learners moving within, in to or out of Pivot.

The role will include working across the local area and visiting learners in other settings and the home environment.

Responsibilities

- To be responsible for overseeing transition plans and ensuring they are communicated to the relevant people and delivered to a high standard by all involved
- To participate as needed in the admission process by providing feedback from visits and paperwork review.
- To support the completion of admissions paperwork including admissions booklets
- To ensure that staff have all the information required in advance of a new learner joining the class
- To be part of the annual review process by gathering and presenting documentation in preparation for the transition between year groups
- To support extended transitions for our learners by conducting home visits and executing plans
- To organise and host information events for families and or learners
- Liaise with key internal and external agencies, local authorities, employers, parents/carers, learners, staff to ensure effective and timely communication and information sharing (as appropriate)
- Ensure that positive and robust links are established and maintained between home and school
- To plan a programme of Information and Guidance activities that form part of a PSHE programme, or take place in tutor groups and assemblies.
- To ensure that accurate up-to-date destinations data is recorded and evaluated
- To support with post 16 destinations by facilitating visits and liaising with other multi-professionals including careers
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our learners, your colleagues and your own mental health
- To carry out any other duties as requested by your manager.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience in a similar setting with strong evidence of pastoral input with learners • Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers and the community • GCSE level of education or above 	
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of positive relationship building • Understanding of Safeguarding and Child Protection issues 	<ul style="list-style-type: none"> • Knowledge of Arbor and other education databases • Understanding current educational issues and initiatives • Knowledge of Team Teach best practice
Skills and abilities	<ul style="list-style-type: none"> • Excellent administration skills • Good IT skills • An ability to keep accurate and up to date records • Ability to form secure relationships quickly • Ability to work under pressure and meet deadlines • Superb organisation skills and the ability to prioritise independently • Good communicator both verbally and in writing to a variety of audiences • Able to handle confidential and highly sensitive information • To hold a full UK driving licence, have access to own transport and business insurance 	
Personal qualities	<ul style="list-style-type: none"> • Reliability and integrity • Adaptability to changing circumstances / new ideas • Commitment to the safeguarding of our learners • A commitment to inclusive education • Resilience and perspective • Empathy and respect towards others • Willing to work flexibly to support learners 	<ul style="list-style-type: none"> • Determination to succeed and the highest possible expectations of self and others