



Come and join our amazing team!

Abbot's Lea School is a large and highly successful special school educating over 270 students aged 3-19, who, due to their Autism and associated learning differences, require significant specialist support to succeed academically and achieve their full potential.

The school's mission statement is to be the International Centre of Excellence for Autism.

We ensure outstanding outcomes for all of our students through our unique *Philosophy of Education* – *The ASD Model* © which underpins our promotion of:

A – academic progress

S – specialist support

D – development of life skills

Transition Coordinator

Salary: Grade 5 Actual Salary for Term Time Only £28,540 - £32,579
(FTE £31,022 – £35,412)

Working hours: Term Time plus 2 weeks, 35 hours per week,
Monday to Friday between the hours of 8.30am-4.00pm

Contract: Permanent

About the Role

We are seeking a dedicated and highly organised Transition Coordinator to join our team and play a pivotal role in supporting children and young people with Special Educational Needs and Disabilities (SEND).

This is an exciting opportunity to lead and coordinate all aspects of student transitions—into our school, within our school, and beyond into further education, employment, training, or supported living. You'll work closely with students, families, staff, colleges, employers, and external agencies to ensure every young person has the guidance, support, and opportunities they need to achieve successful outcomes.

If you are passionate about making a difference and supporting young people with, SEND to thrive, we would love to hear from you.

Key Responsibilities

- Coordinate admission, induction, and personalised transition planning for students aged 3–19.
- Organise transition events, open evenings, visits, and information-sharing sessions.
- Support students through post-16 transitions including applications, interviews, and college or employer visits.
- Deliver tailored careers guidance and maintain strong links with colleges, training providers, and employers.
- Plan and oversee a comprehensive work experience programme, including matching students to placements and monitoring their progress.

- Build relationships with local businesses, conduct risk assessments, and ensure health and safety compliance.
- Oversee supported internships and develop progression plans with external partners.
- Maintain accurate records, track post-16 destinations, and prepare reports for senior leaders and governors.
- Represent the school at external meetings and stay up to date with SEND transitions and employment developments.
- Uphold all safeguarding responsibilities as part of the school's Safeguarding Team

We are looking for someone who is:

- An excellent communicator with strong interpersonal skills.
- Highly organised with the ability to manage multiple priorities.
- Knowledgeable about the needs of young people with SEND.
- A confident relationship-builder with external partners such as colleges and employers.
- Skilled in IT, including Microsoft Office and database management.
- Able to work both independently and collaboratively.
- Proactive, flexible, resilient, and committed to helping young people achieve their potential.

You will have:

- GCSEs (or equivalent) in Maths and English.
- Experience working with children or young people with SEND.
- A full UK driving licence, access to own car with Business Insurance and willingness to travel.
- Commitment to safeguarding and child protection.

Desirable

- A degree or professional qualification in education or a related field.
- CEIAG qualification.
- Experience in work experience coordination or supported internships.

Why Join Us?

- Make a meaningful impact on the lives and futures of young people with SEND.
- Work within a supportive and forward-thinking school community.
- Opportunities for ongoing professional development.
- Be part of a team that values initiative, compassion, and high standards.

www.abbotsleaschool.co.uk/vacancies

Closing date: 4pm Friday 8 May 2026

Interview: WC Monday 11 May 2026

*Positions are subject to Safer Recruitment checks, including an enhanced DBS check.
Applicants must be eligible to work in the UK.*

