



JOB DESCRIPTION	
Job Title	Transition Coordinator
Reporting To	Deputy Headteacher (to be reviewed)
Pay	Grade 5
Salary	£28,540 - £32,579
Working pattern	Term time only + 2 weeks, as directed by the Leadership Team, Mon-Fri, 8:30-16:00 (with some Twilights)

Job Purpose	
<p>Under the direction of Headteacher and line management by Deputy Headteacher, to coordinate all aspects of student transitions into our school, movements within the school, and to other settings, including school-to-school transfers, post-16 transitions to further education, employment, training and social care supported living options.</p> <p>The post holder will develop and maintain strong professional relationships with external agencies, including other schools, colleges, employers, local authority and third sector organisations, to ensure all students achieve successful outcomes and smooth transitions at key stages of their education and beyond.</p>	

Key Responsibilities	
1	Support coordination of admission, induction, and personalised transition planning for students aged 3–19. Liaise with families, previous providers, and relevant professionals to gather information and support students settling in.
2	Organise and keep record of open evenings and transition events, visits, and information-sharing sessions.
3	Coordinate transitions for students moving to further education, supported internships, or employment, including support with college visits, applications, interviews, and transition planning.
4	Source and provide careers guidance on post-16 pathways tailored to students' needs and aspirations, and accompany students on visits to potential settings.
5	Develop and maintain links with colleges, training providers, and employers, and track and report on post-16 destinations and outcomes.
6	Plan, coordinate, and deliver a comprehensive work experience programme, matching students to placements based on interests, abilities, and career aspirations.
7	Identify and maintain relationships with local businesses, conduct risk assessments, and ensure placements meet health and safety requirements.
8	Prepare students for placements, monitor progress, support students and employers throughout, and evaluate outcomes and maintain records.
9	Monitor student progress, liaise with employers, families, and job coaches, and promote the programme to raise awareness of employing young people with SEND.
11	Represent the school at external meetings and networking events, and keep up to date with local and national SEND transitions and employment developments.



12	Oversee the supported internship programme, working with external providers, job coaches, and employers to secure placements and develop individualised learning and progression plans.
13	Maintain accurate records and databases, and prepare reports and data on transition outcomes for Leadership Team, governors, and external agencies, as directed.

Safeguarding Responsibilities

Adhere to School Safeguarding Policy and ensure the safety of students at all times.

Be a member of the school's Safeguarding Team and contribute to safeguarding procedures, collaboration, and participation in relevant training and professional development.

Leadership Responsibilities

Be an excellent role model to both staff and students and adhere to the ALS Golden Rules at all times.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
GCSE level 4 or above in Maths and English or Functional Skills equivalent	Yes	
Degree or professional qualification in education or related field		Yes
Qualification in careers education, information, advice and guidance (CEIAG)		Yes
Skills and Knowledge	Essential	Desirable
Excellent communication and interpersonal skills with the ability to build effective relationships with students, families, colleagues, and external partners	Yes	
Strong organisational and time management skills with the ability to manage multiple priorities	Yes	
Understanding of the needs of students with SEND and how to support their successful transitions	Yes	
Knowledge of post-16 education, training, and employment options for young people with SEND	Yes	
Ability to work independently and as part of a team	Yes	
Competent IT skills including database management and Microsoft Office	Yes	
Understanding of safeguarding and child protection procedures	Yes	
Ability to conduct risk assessments and ensure health and safety compliance	Yes	
Full UK driving licence and willingness to travel to external venues	Yes	



Car owner/access to own car with business insurance		Yes
Experience	Essential	Desirable
Experience working with children and young people with special educational needs and disabilities	Yes	
Experience of coordinating transition processes or supporting students moving between settings		Yes
Experience of organising and managing work experience placements		Yes
Experience of developing and maintaining partnerships with external organisations, employers, and agencies	Yes	
Knowledge of supported internship programmes and post-16 pathways for students with SEND		Yes
Experience working in a special educational needs school setting		Yes
Values	Essential	Desirable
Passionate about supporting young people with SEND to achieve their potential	Yes	
Professional, reliable, and discreet	Yes	
Flexible, adaptable, and resilient	Yes	
Proactive, self-motivated, and able to use initiative	Yes	
Other	Essential	Desirable
Enhanced DBS and Children's Barred List Check.	X	
Participate in relevant training and development opportunities.	X	
Full UK Driving Licence, Access to Own Car with Business Insurance	X	

Headteacher Name	Headteacher Signature
Ania Hildrey	
Employee Name	Employee Signature