

JOB DESCRIPTION



Job Title	Transition Co-ordinator
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Salary	£29,577-33,782
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Directorate:	People	Section/Location:	Time Square
Grade/Salary Range	G	Work style:	

Key Objectives of the role

- To take the lead in relation to gathering and collating information and data and providing reports for relevant management groups in respect of the Local Authority's NEET cohort (16-17), including the September Guarantee and Annual Activity Survey for the DfE.
- To provide impartial advice and guidance in relation to employment, training, and educational opportunities, supporting young people and adults to reach their aspirational career goals.
- To work with young people and adults aged 13-21 (25 for those with an EHCP) to make decisions and plan for their future career.

Designation of post and position within departmental structure

Assistant Director

Head of Children's Support Services (incl. Virtual School Head)

Deputy Virtual School Head

Transition Co-ordinator

Daily and monthly responsibilities

- To take the lead in relation to gathering and collating information and data and providing reports for relevant management groups in respect of the Local Authority's NEET cohort (16-17), including the September Guarantee and Annual Activity Survey for the DfE.
- To ensure that the IYSS is continually updated and all work is monitored.
- To meet with key personnel in schools, colleges, independent training and commissioned providers, in order to identify students and young people across the age range 14 – 19 using information from the RONI (Risk of NEET indicator) who are at risk of disengagement.
- Liaise with key personnel (including the student) and Elevate partners to plan appropriate actions necessary to ensure that identified young people engage in education and/or training.

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- Provide impartial careers advice and guidance to young people and adults (14-19) who are NEET/at risk of NEET – keeping detailed records; developing action plans; and monitoring progress towards career goals.
 - Support Children Looked After from Year 9 to the end of Year 11 to raise aspirations and develop a career path.
 - To work collaboratively with the Virtual School, Leaving Care Service, Youth Offending Service and SEN Team to support young people and adults aged 17-21 (25 for those with an EHCP) into EET – identifying skills gaps and barriers, raising awareness of the range of opportunities available and drawing up action plans for employment, education and training to achieve goals.
 - To provide advice on CV preparation, job hunting, applications and interview techniques – developing workshops to young people as required.
 - To ensure that a monthly newsletter is sent out to the NEET cohort and shared with the Leaving Care Service; and that reminders are messaged and emailed as necessary.
 - Work with education providers to set up taster opportunities for students who may need support; build in opportunities to meet with key personnel on those days; and raise awareness of any potential barriers (e.g. transport, possible problems with adapting to a different environment) in advance of the move commencing.
 - Work with independent private providers to set up, where appropriate, progression opportunities for young people.
 - Collate and monitor the impact of ‘vulnerable student transition plans’, maintaining links with key personnel where there are issues arising concerning students in the first 42 days of a course.
 - Be the students’ champion in promoting engagement in education and training.
 - Actively contribute to the Participation Group to ensure that vulnerable and at risk students can be placed with education providers who will best support their needs.
 - To be a member of relevant panels (including Fair Access Panel – FAP) and liaise with services that provide education, training and employment opportunities - ensuring that action is taken immediately to support each student to progress onto some other positive outcome
 - Liaise with training providers to identify any gaps in student provision and work with the provider to ensure this is filled.
 - To keep informed about current developments in education, training and employment (including funding sources) and advise relevant professionals and clients.
 - To support the Local Authority’s plan to develop “Preparation for Adulthood” – ensuring the education, training and employment key considerations for young people aged 13+.
 - To work in partnership with all agencies to widen opportunities to develop a career path and advise on the relevant education and training for all Children Looked After, Care Leavers and other vulnerable children and young people aged 14-21 (25 for those with an EHCP).
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- To attend supervision and act upon advice and agreed actions.
 - To maintain effective relationships with a range of professionals and provide such information as is necessary to enable the LA to carry out its functions and duties.
 - To work collaboratively to continue to develop the service offer to all young people and adults to ensure that they are able to work towards and become EET.

Scope of role

There are no budgetary responsibilities.

The post holder may be required to work outside of normal office hours.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times


Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Level 6 qualification Advice and Guidance (can be working towards).	Relevant evidence of CPD in relation to SEND.
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working with young people and adults in an education setting.</p> <p>Experience of the 14-16; Post-16; and Post-18 learning and skills environment and the range of pathways available.</p> <p>Experience of working with and supporting vulnerable young people and adults who are NEET/at risk of NEET.</p> <p>Experience of supporting young people transitioning between educational key stages.</p> <p>Knowledge of the current labour market and ability to support young people and adults to understand and develop the skills required to gain employment.</p> <p>Excellent working knowledge of the IYSS system, ability to run and write reports and present data in multiple mediums.</p> <p>Excellent IT skills and record keeping.</p> <p>Excellent organisational skills.</p> <p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p>	<p>Experience of working in FE and/or school environment.</p> <p>Experience of working with students, schools, colleges, employers and training providers.</p> <p>Experience of working with Children Looked After and Care Leavers.</p> <p>Experience of supporting young people and adults with SEND/Preparing for Adulthood.</p> <p>Experience of working with young people involved with YOS.</p> <p>Experience of delivering intensive support to young people and adults who are NEET.</p> <p>Experience of working with young people and adults with SEMH.</p>
Work-related Personal Requirements	<p>Ability to work effectively within a team setting and in partnership with other agencies/professionals.</p> <p>Ability to work on own initiative.</p> <p>Ability to prioritise work appropriately.</p> <p>Empathy with young people.</p>	A clear understanding of the needs of young people.

	Ability to travel around the Borough and further afield.
Other Work Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>The ability to converse easily with members of the public and respond effectively to questions in spoken English.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974.</p> <p>Anything that is applicable to the role that is out of the norm.</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
Role models and demonstrates the Council's values and behaviours	 <p>The diagram features a central green arrow pointing right, labeled 'One Council'. To its left is a list of values: Forward thinking & focus, Open, Respectful, Working together, Adaptable, Resilient, and Determined. To the right of the arrow is a diamond shape composed of six smaller colored diamonds, each with a phrase: 'We reflect and learn' (blue), 'We are resourceful' (purple), 'We are facilitators' (light blue), 'We are navigators' (orange), 'We are entrepreneurs' (dark purple), and 'We are collaborators' (pink).</p>	

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.