**Job Description**

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| **Post Title:** | **Transition Lead KS2-3, KS4-5**  |
| Grade: Grade 6, NJC Points 28-33  (£24,964 - £29,323 pro rata) £21 ,257 - £24,968 actual, subject to length of service | Full-time/Part-time: Term Time plus 1 week — in the first instanceNo of hours: 36 hours 40 Minutes per week Permanent |
| **Purpose:** | The purpose of this role is to:* Take responsibility for the transition of students from the primary to secondary stage of education and from secondary to post 16.
* This will involve working closely with the new intake within their host schools, developing and implementing learning activities under an agreed system of supervision plus the colleges and education providers and employers.
* This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on their achievement, progress and development.
* Responsible for the management and development of a Transition within the school which will include addressing the needs of students who need particular help to overcome barriers of learning.
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| **General Duties & Responsibilities****Pastoral Support** | * Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
* Promote inclusion and acceptance of all students, and encourage students to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.
* The role may include supporting and implementing students' personal programme, including social, health, physical, hygiene, and welfare matters. The student may also need assistance to access different areas of the school.
* Develop and implement Individual Education Plans and Behaviour Plans.
* Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
* Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.
* To provide intervention strategies to students who experience barriers to their learning.
* To liaise with relevant colleagues to agree appropriate mentoring for any disadvantaged or disaffected students not already identified and/or those at risk of disengagement.
* To work with identified vulnerable students and any others requiring support.
* To work with students and in partnership with parents, appropriate staff and other agencies to bring about improved behaviour and attendance at academy.
* To provide support for staff by attending liaison meetings with them
* Support teachers to secure effective KS2/3 and KS4/5 transition for all pupils.
* Within an established discipline policy, to anticipate and manage behaviour constructively, promoting self-control and independence.
* Track pupil destination data and liaise with teaching staff.
* Support the role of parents in student learning and contribute to /lead meetings with parents to provide constructive feedback on pupil progress, achievement, problems etc.
* Assist with the display of students' work as required.
* Liaise and work with Primary Schools and Post 16 providers to facilitate curriculum and other partnership links.
* Support the organisation of open evenings and transition days.
* Liaise with parents regarding key decisions
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of students. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
* Organise and deliver out-of-school learning activities within guidelines established by the school.
* Contribute to the identification and implementation of appropriate out of school learning activities, which consolidate and extend the school activities.
* To support and organise student transition between years
* To track and monitor targeted students where there are concerns over attendance (e.g. attendance deteriorating or returners to school) in partnership with existing academy systems
* To act as a role model to students and approach and question students on behaviour, punctuality and dress through the academy day
* To arrange and support managed moves
* To manage students on Behaviour Support Plans
* To support students working with external agencies such as CAMHS and complete referrals (in liaison with SENCo)
* To provide rapid/immediate response to staff when there are incidents on and off site and follow up as soon as possible with students and families
* Detention duties as required
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| **Reporting to:** | Assistant Headteacher – SLT link |
| This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title. |