

Transition Co-ordinator

Grade / Salary TLR 2A

Reports to: Head of Year 7

Contract: Full-time

Teaching allocation: 41/50

Key purposes of the role:

To ensure a smooth and positive transition from Year 6 into Year 7 at Denefield, particularly for students with SEND, those who are disadvantaged, looked-after or previously looked-after, or who have a social worker. The postholder will support curriculum and pastoral teams to plan effective interventions through the purposeful sharing of data. The role also supports and deputises for the Head of Year 7 in agreed areas of responsibility.

Due to the seasonal nature of transition, workload priorities will vary across the academic year, with a particular focus on the spring and summer terms.

Responsibilities:

Transition work

- Work with the admissions administrator to maintain an accurate list of applicants to Year 7.
- Identify Year 6 students with SEND, those who are disadvantaged, looked-after or previously looked-after, or who have a social worker.
- Identify low achievers and students with poor attendance and share information with relevant staff.
- Work closely with primary schools and parents/ carers to ensure a smooth transition and the establishment of strong professional relationships.
- Use transition and attainment data to inform planning, identify students requiring additional support, and support timely intervention.
- Work with the Head of Year 7 to create Year 7 student clusters for integration into the tutor group structure.
- Support the creation and effective use of student passports and targeted transition support.
- Visit primary schools, once places are confirmed, to meet the new students and senior members of staff.
- With the Head of Year 7, organise and support induction events for the new Year 7 intake.

Primary liaison work

- Attend the Denefield Primary School Partnership meetings.
- Liaise with the Kids' College Coordinator; including overseeing arrival and dismissal and leading achievement celebrations.
- Publicise and organise tours for Year 5 parents and students in the summer term.
- Publicise and support Prospective Parents' Evenings.
- Lead parental and student visits for mid-term admissions when required.
- Undertake regular parent-facing duties, some of which may take place outside the school day in line with directed time expectations

Managerial and leadership responsibilities

- Support and deputise for the Head of Year 7 in agreed areas of responsibility, including attendance at meetings and parental communication.
- This role does not carry formal line management responsibility but contributes to Year 7 pastoral leadership.
- Supervise weekly centralised detentions.
- Attend year group parental events, including awards ceremonies.

Denefield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.

This role makes a significant contribution to whole-school inclusion, safeguarding, and student outcomes at transition and is aligned with the expectations of a TLR 2A responsibility.