



Job Description

Job Title:	Transition & Outreach Officer
Work Location:	Orion Centre, Packington Lane, Coleshill, B46 3JE
Salary:	Band D, points 20 – 26, £32,597 - £37,280 FTE pro-rata Actual salary £27,944 - £31,959 (39 weeks work, 44.7 weeks paid)
Hours:	Term-time only; 37 hours per week, Monday to Friday
Contract:	Permanent
Reporting to:	Assistant Principal (Orion & Orion)

Role Purpose:

- To lead on and be responsible for all aspects of transition for pupils (and parents/carers)
- To be the first point of contact with parents and carers with regards to transition to and from the Orion Centre.
- To liaise with external agencies such as the home school, social services, local authority, etc. on matters of safeguarding, student information, transition, and progress
- To work to develop innovative ways to support students, parents and new provisions in order to ensure positive destinations for students

Overall Responsibility

- Proactively supporting and engaging with students and their families to secure transition and positive destinations (and regular and punctual attendance).
- Ensuring all necessary student information is in place from referring school, family and external agencies and that student files and information are updated and secured for receiving school / provision
- A caseload of mentoring students throughout their transition into and out of The Orion Centre
- Supporting, mentoring and monitoring students throughout their placement at The Orion Centre to meet agreed targets, and meeting all statutory and legal requirements.

Main duties and responsibilities:

- To be responsible for transition into and out of the Orion Centre and all required outreach and mentoring off and on site.
- To act as first line of contact to parents and provisions in regards to transition and

building positive relationships with stakeholders

- To recommend and implement action to be taken, and develop strategies to combat students becoming NEET or “stuck”
- To interview students and parents to discuss pupil needs and concerns following a 6th day provision referral.
- To support and mentor Students on their journey to a Positive Destination
- To prepare information and documentation for progression and transition
- To liaise with the DSLs to ensure you understand and can support safeguarding needs of pupils on your caseload

Operational Planning

- Collect and analyse data to enable identification and tracking of pupil progress and possible outcomes/destinations
- Input key referral information data onto the Arbor management system and internal tracking sheets on shared drives.
- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers.
- Produce reports for the SLT and Key stakeholders
- Develop and maintain links with parents/children, home and destination schools, external agencies and the local authority
- Schedule and attend home and school-based meetings with parents/carers as necessary

Quality Assurance

- To collate and produce statistical information with regards to Transition
- Ensure accurate documentation

Management Information and Administration

- To accurately maintain all student referral records, and ensure that all information remains confidential and secure at all times

Communications

- Advise and assist parents/carers to keep them, up to date with their transition alongside the Centre SLT and Pastoral Leads
- To attend meetings with external agencies as required
- Ensure confidentiality of all student information

Marketing and Liaison

- To ensure effective liaison both internally with staff and externally with agencies centred on the child.
- Ensure that transition information and policies are displayed on the school website.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with or report, to the nearest member of the SLT or DSL staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive Officer, Director of Education, Principal or the incumbent of the post.