



## Job Description

**Post:** Transition Coordinator

**Responsible to:** Assistant Head for Transition

**Salary scale:** Part-time 4 days per week  
GLPC S01 (actual salary £26,514 - £27,221) term-time only

**Location:** Cumberland Community School

### Job Purpose

To carry out the professional duties of a Transition Coordinator as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

To be responsible for the education and welfare of students in accordance with the requirements of the Conditions of Employment, having due regard to the school's aims, ethos and objectives, and any policies of the Governing Body and Community Schools Trust.

### Specific responsibilities

#### *Strategic Leadership*

- Under the direction of the Assistant Headteacher in charge of Transition, develop effective practice that has a positive impact on the experience of all students and contributes to raising standards of attainment, behaviour and achievement
- To lead on transition coordination delivery
- Provides direct instruction to students that is designed to meet their individual transition needs.
- To support the development of strategies for the students' spiritual, moral, social and cultural development, including citizenship.
- Coordinates transition activities for school, college, career, and community readiness
- Facilitates referral, application, eligibility process for students and families to adult service providers
- Assist with alignment of the transition continuum of services at the secondary level.

#### *SEN Transition Support:*

- Conduct personalised school tours for parents/carers of students with EHCPs or additional needs, ensuring accessibility and time for questions about SEN provision.
- Visit feeder primary schools to meet SEN students individually or in small groups prior to transition and begin building relationships.
- Deliver and explain transition booklets or passports (including visuals and social stories) to SEN students, discussing elements of school life that may present challenges (e.g. lunch halls, toilets, corridors, unfamiliar staff).
- Offer enhanced transition opportunities for vulnerable students, such as extra visits, small group activities, or phased transition days.

- Work closely with the school SENCO to ensure individual transition plans reflect pupils' needs and EHCP outcomes.
- Ensure Year 7 tutors and subject teachers are briefed about incoming SEN students' needs, strengths and successful strategies.
- Track the settling-in of SEN students during Term 1, identifying any concerns early and liaising with parents, the SENCO and relevant staff.
- Contribute to ongoing evaluation of SEN transitions, including gathering feedback from students and families and adjusting future practice accordingly.

*Operational role*

- Maintain and update comprehensive records
- To take part, as required, in the review, development and management of activities relating to the programme, as well as the organisation and pastoral functions of the school scheme.
- Manage resources to ensure effectiveness and value for money
- Participate in public and internal examination arrangements as well as other assessment programmes

*Quality and Standards:*

- Prepare reports where necessary
- Contribute to the school's monitoring and evaluation processes
- To ensure that the school's implementation of current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection is supported.
- Take responsibility for own professional development and duties in relation to school policies and practices

*Community:*

- Ensure there is an effective dialogue with parents/carers, outside agencies, community partners and partner organisations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate
- Liaise with external partners and ensure positive relationships with members of the wider community

*General:*

- Attend and participate in regular meetings
- Support school functions as appropriate
- Organise assemblies and other events with primary schools for the relevant staff member/s to attend
- Undertake self-review and engage in regular Line Management as required
- Establish effective working relationships and set a good example through personal presentation and professional conduct
- Performs other related duties as assigned

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.