

Job Description

Post:	Learning support SEND Transition Facilitator
Salary Grade:	Band 6
Responsible to:	Head of Learning Support
Responsible for:	Coordinating transition support for learner's with SEND across SCC Group

Key Purpose

Ensure the Group is fully compliant with the SEND Code of Practice and the Children & Families Act in relation to the transition of learners.

Ensure attendance at EHCP year 11 reviews prior to learners commencing at the Group.

Work closely with Deputy Head of Learning Support (EHCP & Transition) to develop and coordinate a robust transition strategy.

Collaborate with internal and external stakeholders to support the EHCP consultation process at SCC Group.

Duties & Responsibilities

A	To facilitate an effective person-centred transition process for EHCP learners which is fully compliant with the Groups duties under the SEND Code of Practice and the Children & Families Act.
B	Develop rapport and confidence with young people, their families /carers and professionals in line with the Group's duties under CfA and SEND Code regarding transition.
C	To establish and maintain strong partnership working with local schools (SENCOs in particular) and other external agencies involved in transition support for school leavers.
D	Promote the Group's commitment to the DfE Preparation for Adulthood agenda by providing accurate advice on the Group's curriculum and support offer which allows learner to make informed decision about next steps.



E	To keep accurate, detailed records of all contact with applicants and their families to maintain fair and consistent support throughout their transition to college.
F	To coordinate bespoke transition visits for prospective learner's with EHCP's to all centres. The role will require frequent travel between all 5 SCC centres and feeder schools.
G	To maintain a database of feeder school, alternative provision SENCO's and relevant Local Authority contacts.
H	To be an ambassador for SCC and the learning support team at school career fairs, assemblies and tutorial sessions. To follow up and offer transition advice and support to contacts made at these events.
I	Work closely with the group's school's liaison, admissions and curriculum teams to advise on support requirements and act as an advocate for the student and family if appropriate.
J	Provide support for Open Evenings, taster days, enrolment and induction as appropriate to the learner's needs and preferences.
K	Attend school transition reviews for applicants and contribute appropriately to devising EHCP outcomes for post 16 settings which are achievable and aspirational.
L	Share transition information with heads of centre, heads of pastoral and learning support / medical coordinators in a timely manner and keep them abreast of updates and changes in relation to learners transitioning to the group.
M	To represent the college at multi agency meetings held by schools, LA and other external agencies to gather and share transition information. Maintain accurate records of any meetings to produce a timeline of transition support.
N	To create clear and informative transition marketing materials to be distributed at SCC open events, and external careers events at schools and shared with learners and their parents / carers.
O	Keep up to date with the Group's support offer and national and local developments regarding SEND policies and practices.
P	To establish and maintain professional relationships and enhance the team's performance and its accountability.
Q	Other such relevant and appropriate duties as the Centre Principal or Head of Learning Support from time to time may require.



Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Qualification related to SEND / IAG	Application / Certificate	A	Degree or equivalent qualification	Application / Interview
	2	Literacy Level 2 Numeracy Level 2 IT Level 2				
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Experience of working with young people age 14+ in an advisory or support role	Application / Interview			
	5	Experience of profiling and assessing needs, to devise and contribute ideas for appropriate support				
	6	Demonstrable ability to build rapport with young people and offer unbiased advice to support their next steps in education				
Knowledge	7	Full understanding of the SEND Code of Practice and the expectations and duties towards young people regarding transition.	Application / Interview			

	8	A good understanding of the special educational needs, disabilities and other barriers that young people may present with in school and other educational settings				
	9	Knowledge and understanding of EHCPs and the role of post 16 providers				
Skills / Qualities	10	Excellent written skills including excellent spelling, grammar and the ability to write concisely and accurately	Application / Interview	B	Bilingual or multilingual speaker an advantage	Application / Interview
	11	The ability to deliver a learner focused service.				
	12	Evidence based excellent organisational skills and the ability to manage competing priorities.				
	13	Ability to prioritise a personal workload and that of a team.				
	14	Well-developed communication, verbal skills and the ability to promote and develop the interest and future				



	15	opportunities of the Group. Well-developed skills in the use of IT and the ability to use Microsoft office at an intermediate level.	Application / Interview			
	16	Essential Care User.				
Other	17	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	18	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	19	A full enhanced DBS check will be undertaken for successful applicant	Application / Appointment			

