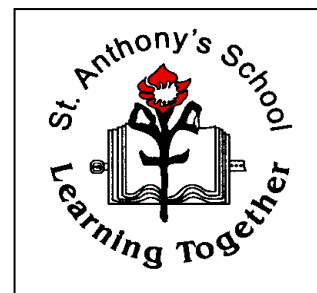


ST. ANTHONY'S SCHOOL

JOB DESCRIPTION



Post Holder:

Job Title: Transition Manager.

Accountable to: Headteacher, Senior Leadership Team.

Liaising with: Headteacher, Senior Leadership Team, Key Stage Leaders, Teachers; Support Staff, College and other post-16 providers, parents and all relevant external agencies.

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

Job Purpose: To be responsible for the management, development and implementation of policies and practises throughout the school/ college thus ensuring that the school fulfils its responsibilities and provision in ensuring opportunities, support and guidance in effective transition provision for all pupils in our care. To promote effective practices across the school that combine to promote these opportunities.

Working Time: **37 hours per week**

Disclosure Level: *Enhanced*

Responsibilities

Operational/Strategic Planning

- To contribute to the overall strategic management of the school, identifying and implementing new developments, initiatives and policies.
- To lead and participate on specific policies and projects as required by the Senior Leadership Team.
- To develop implement and monitor effective transition provision and systems to support and prepare pupils for the future.
- To take lead responsibility for the development of the school's policies and procedures which deal with all aspects transition and preparation for college and employment
- To take lead responsibility for ensuring that the school's practices take into account regular and significant changes to local and national policy and practice.
- To take a lead role in the development of the Post-16 transition hub ensuring that pupils leaving St Anthony's have appropriate support, guidance and pathways when moving onto college. Liaise directly with Head of Learning Support
- Liaise and develop links with local businesses to secure a range of work related learning experiences for students in the school.
- Undertake the necessary administration and organisation of work experience placements for students.
- Supervise, manage and participate in the monitoring of work experience placements so as to ensure their success
- Ensure that appropriate arrangements are made with regard to the health and safety of students attending work experience.
- Obtain parental consent for all work experience placements.

Curriculum Provision

- To support pupils during lessons and breaks when appropriate.
- To deliver learning packages and support pupil during sessions in the Post-16 hub

Human Resource Management

- To participate in the school's staff development programme by participating in the arrangements for training and professional development.
- To engage in the performance management process including the performance management of others
- To contribute positively to effective working relations within the school.
- To manage support staff engaged in duties related to transition.

Communication

- To communicate effectively with all staff, pupils, parents and governors.
- To follow agreed policies for communication within the school.
- To communicate effectively with outside agencies.

Management of Resources

- To ensure that all resources and materials linked to aspects of transition are disseminated effectively throughout the school.

Pastoral Care

- To support teaching staff in promoting the general progress and well-being of individual pupils and tutor/class groups as a whole.
- To support teaching staff in monitoring the progress of pupils and keep up-to-date records as required.
- To alert appropriate staff to issues relating to pupils.
- To support teaching staff in the implementation of the behaviour management policy so that effective learning can take place.
- To contribute to the preparation, implementation and monitoring of pupils' progress and targets in conjunction with college
- To advise, as appropriate, on matters relating to College, Work experience and transition.
- Participate in college meetings and keep appropriate records.
- Manage Pastoral Support Programmes for individual pupils.
- Provide mentoring for individual pupils.
- Attend Annual Reviews/TAC/PEP's as necessary.

Personal Responsibilities

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To actively promote the school policies and procedures.
- To be responsible for own professional development.
- To participate in, and if necessary lead professional development opportunities in the school and the community.
- To co-ordinate CPD for staff in respect of Transition.
- To be aware of and adhere to the applicable rules, regulations and legislation procedures including the school's Equal Opportunities policy and code of conduct (including Health and Safety, Data Protection) and undertake risk assessments as appropriate.
- To be courteous to colleagues, pupils, parents, visitors and telephone callers and provide a welcoming environment.
- To attend meetings punctually.
- To effectively manage electronic record keeping systems and processes.

General Responsibilities

- To establish a professional, supportive and appropriate relationship with pupils.
- To support school and classroom routines.
- To encourage communication through the use of verbal and visual clues, signs and symbols.
- To motivate and encourage pupils in their learning.
- To meet pupils' physical, social and emotional needs whilst encouraging independence.
- To support pupils' individual learning style in line with their targets.
- To work with individual pupils or groups.
- To provide regular feedback about pupils to staff and parents.
- To assist in the wider aspects of school life e.g. educational visits and sports days.
- To be aware of the school's child protection procedure and report any concerns as appropriate.

Any further specific responsibilities will be confirmed to individual post holders upon an appointment being made.

Notes

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the post holder.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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

Signed : **Post Holder**

Date:

Signed: **Headteacher**

Date: