**TRELOAR TRUST**

**JOB DESCRIPTION**

#### Job Title: Progress and Transition Coordinator [PTC]

**Responsible to: Progress and Transition Manager/Deputy Progress and Transition**

**Manager**

**Key duties**

* To attend and report at the students annual reviews.
* Lead the multi-disciplinary team (MDT) meetings for groups of students across School and College.
* To ensure minutes of MDT meetings are recorded.
* To ensure all goals, targets and objectives are set up with the students and the MDT.
* Monitor the progress of students against their goals, targets and objectives and report concerns to senior staff.
* To record student achievements and to ensure other MDT members do the same.
* To act as a point of contact for key people such as parents
* Main point of contact for external agencies
* Quality assurance and advice to MDT’s on EHCP’s Work with students and their families and the MDT to plan transition and work experience for students.
* To make clear records regarding interactions with students and stakeholders.
* Work with students to develop a robust transition plan, including alternative options
* To develop proactive working systems with the MDT to support work experience activities.
* To work with Transition Manager in maintaining accurate database of work experience contacts.
* To co-ordinate and prepare individual learners’ for their Work Experiences both inside and outside of Treloars. This will include supporting the completion of required paperwork in preparation for work placement visits.
* To actively find, nurture and maintain links with Work Experience providers. To develop further opportunities and contacts and distribute this information as effectively as possible for use by learners and staff.
* To support applications related to other transition.
* To work with the MDT to ensure that the learners person centred plans are used to inform work placements and transition plans and underpin the learners’ long term goals.
* To develop business and community contacts and networks and develop a range of placements within and outside the Treloar Community in a range of different formats to meet the needs of their student group.
* To support the Transition Manager in preparation of reports and documentation for extensions to placements.
* To participate in peer supervision activities

**General**

* Work in partnership with the internal staff.
* To work with the Transition manager to develop, maintain and updated a clear and central monitoring and evaluation system of all students work experience and Transition activities.
* To be the driving force of achieving the targets set for student participation.
* To be jointly responsible for the menu of work experience activities and optimise a range of internal activities which are available in collaboration with other PTCs, tutors and others.
* Contribute to report processes for learners.
* Maximise opportunities for work experience placements with external businesses.
* Ensure all learners taking part in a work activity have been prepared for the activity, learning and recording opportunities explained and de-briefing exercises put in place.
* Use feedback from learners, employees and placement staff to inform the end of year review and produce appropriate recommendations.
* Run workshops and teaching sessions to deliver information and understanding of the importance of work experience learning.
* Write reports and articles for inspection reports, Treloar Website, SharePoint, etc.
* Co-ordinate and manage personnel to support learners within the work experience environment.

###### *Other*

1. To Support the Trust in safeguarding and protecting the welfare of all learners.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust

 HR Department

May 2020

PERSON SPECIFICATION – PROGRESS AND TRANSITION COORDINATOR

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| **MINIMUM** | **DESIRABLE** |
| **Qualifications**1. Good general education to Level 3 or above.
2. Level 2 qualification in Numeracy and Literacy (or commitment to achieve).
3. Level 4 Careers / Information, Advice and Guidance qualification (or commitment to achieve this).
 | 1. Professional qualification e.g. in social work, social care.
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| **Knowledge and Experience** * Knowledge / Experience of planning transition activities
* Knowledge of current best practice for work experience
* Good understanding of the needs of young adults with a disability
* Good understanding the need for confidentiality
* Must have experience of prioritising own workload
* Experience of risk assessment.
* Experience of leading meetings.
 | * Awareness of best transition practices
* Experience of handling confidential information
* Experience in dealing with applications that relate to transition e.g. housing applications
* Knowledge of the SEN Code of Practice, in relation to EHCP’s
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| **Skills and Abilities**1. Ability to positively influence and persuade people
2. Resourceful
3. Report writing skills
4. Willing to learn new skills and continually develop in the role by networking and understanding of ongoing changes in this area within local authorities.
5. Able to work on own initiative and lead meetings
6. Be able to handle difficult conversations
7. Excellent organisational and communication skills
8. Able to communicate effectively with a wide range of people internally and externally
9. Ability to understand how to meet the needs of learners
10. Able to lead in group activities
 | 1. Negotiating skills
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| Personal QualitiesAbility to deal with people at all levels* Diplomatic
* Ability to work with colleagues in many different disciplines
* Inter-personal understanding- actively responds to the feelings and concerns of others
* Initiative – must be able to work without close supervision
 | Smart appearance |
| Personal Circumstances * Ability to work flexible and occasionally unsociable hours
 | * Car or access to a car and driver / transport
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| Physical Requirements * Good general health and ability to visit various locations eternally
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| Treloar Trust is committed to safeguardingchildren and young peopleAll successful candidates will be subject to a Disclosure and Barring ServiceCheck along with other relevant employment checks |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST’S EQUAL OPPORTUNITIES POLICY