

**COLEG CAMBRIA**

### JOB DESCRIPTION AND PERSON SPECIFICATION

### Job Title: Transitions Officer

### Reports to: Curriculum Director - Foundation Learning and ILS Northop

**Salary range: Business Support Grade SP 23-26**

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The Transitions Officer will be required to administer Pathway 4 Supported Internships in accordance with the programme specification.

**Main Purpose of Job:-**

* Work with partners and stakeholders to recruit learners onto Pathway 4.
* Provide appropriate pastoral support for learners in placement.
* Work with local employers to ensure that placements are secured in line with learners chosen career pathway.
* Review and support learners in placement, monitoring their progress against agreed set objectives; undertake appropriate corrective supportive action to ensure achievement.
* Work with learners, employers and other colleagues to secure progression routes for young people in placements.
* Effectively liaise with all referral and support agencies, both internally and externally, regarding the ALN, safeguarding and progression of learners.
* Work closely with the college’s Inclusion team when appropriate.
* Contribute to EFL ILPs for all learners and ensure effective progression against profiled learner targets and outcomes
* Support the quality assurance processes relating to EFL
* Ensure adherence to Health & Safety and environmental practices including the undertaking of Health and Safety appraisals
* To seek regular feedback from learners and action recommendations
* To show initiative in planning and organising allocated tasks
* To attend appropriate internal and external meetings or events, take notes and action recommendations
* Effective marketing of the Pathway 4 programme with local employers to identify and secure appropriate work tasters and placements for learners.
* To contribute to ensuring the implementation of agreed College policies and procedures, including those in relation to Health and Safety, the Environment and Equal Opportunities

**Responsibilities and accountabilities:**

* To observe and promote the student's choice, independence, dignity, privacy and other rights.
* Responsible for ensuring an excellent standard of both verbal and written communication
* Responsible for providing high standards of customer service at all times both internally and externally
* Ensure accurate recording of data on Ontrack and EFL
* To maintain commercial confidentiality at all times
* To ensure all ALN are met while on programme
* To work as part of, and contribute to the Additional Learning Needs Team.

**Special Features:**

* Must be able to drive, have full access to a vehicle with business use insurance

**Miscellaneous:**

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Advisor**

**Person Specification**

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| **Attributes** | **Item** | **Relevant Criteria** | **How Identified** | **Essential/****Desirable** |
| 1 | Qualifications & Training | 1.1 | Level 2 English and Maths qualifications (or equivalent) at Grade 4 (C) or above | A/C/I | Essential |
| 1.2 | Currently holds a Level 2 Digital Literacy or is willing to work towards | A/C/I | Desirable |
|  |  | 1.3 | L3 qualification in Information, Advice and Guidance, Mentoring or a relevant business qualification | A/C/I | Desirable |
| 2 | Relevant Experience | 2.1 | Experience of working with/supporting young people with Additional Learning Needs | A/I | Essential |
|  |  | 2.2 | Experience of creating and developing effective working relationships with employers | A/I | Essential |
|  |  | 2.3 | Experience of working with EFL/RARPA | A/I | Desirable |
|  |  | 2.4 | Experience of working with specialist support agencies to help secure progressions for learners with Additional Learning Needs | A/I | Desirable |
| 3 | Specialist Knowledge & Memberships | 3.1 | Knowledge and understanding of Additional Learning Needs best practice and legislation | A/I | Essential |
| 3.2 | Able to communicate fluently (both written and verbal) through the medium of Welsh |  | Desirable |
| 4 | Skills and Abilities | 4.1 | Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing to learn how to use new IT packages and systems | A/I | Essential |
| 4.2 | Able to work as part of a wider team, and be flexible and adaptable when required | A/I | Essential |
| 4.3 | Able to plan and manage own workload, ensuring deadlines are met. | A/I | Essential |
| 4.4 | Excellent organisational skills | A/I | Essential |
| 4.5 | Excellent time management skills | A/I | Essential |
| 4.6 | Excellent communication skills both written and verbal | A/I | Essential |
| 4.7 | Able to demonstrate personal resilience in order to cope with a range of difficult situations | A/I | Essential |
| 4.8 | Proactive and self-motivated. | A/I | Essential |
| 4.9 | Takes personal responsibility for delivering quality work. | A/I | Essential |
| 4.10 | Identifies opportunities to improve and develop existing practices. | A/I | Essential |
| 4.11 | Committed to working towards the departments shared goals and objectives | A/I | Essential |
| 4.12 | Demonstrates through actions commitment to the Vision, Mission, Core Values and Behaviours. | A/I | Essential |
|  |  | 4.13 | Full driving licence and appropriate motor vehicle | A/I | Essential |
| 5 | Attitudes and beliefs  | 5.1 | A commitment to the college’s culture which places people at the centre of everything we do. | A/I | Essential |
| 5.2 | A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders. | A/I | Essential |
| 5.3 | The continuous pursuit of high standards and excellence in all services provided by the organisation. | A/I | Essential |
| 5.4 | A commitment to ensuring that all members of the organisation are valued, motivated and encouraged. | A/I | Essential |
| 5.5 | The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles. | A/I | Essential |
| 5.6 | A demonstrable commitment to equality and diversity. | A/I | Essential |
| 5.7 | An empathy and appreciation of Welsh Culture, language and heritage. | A/I | Essential |
| 5.8 | The belief in upholding a strong organisational brand and reputation. | A/I | Essential |
| **Key:** | **How Identified** | **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Copy of Certificates |
| **P** | Presentation |