**Transitions Officer**

**Full Time, Permanent, 40 weeks per year**

**£23,445 to £25,896 p.a *(actual salary)***

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

Nescot are recruiting a Transition Officer to support students with SEN/D attending Nescot for the first time, and those moving on to new settings.

**What we are looking for:**

* Enjoy working with young people many of whom will be experiencing barriers to their learning.
* Excellent administration skills and be good at problem solving
* Background of working with young people with special educational needs or disabilities (SEN/D) would be an advantage.
* Experience of working in a busy environment, working with speed, accuracy and attention to detail, using your own initiative, plus excellent customer service skills and team work

**Duties/responsibilities:**

* Support students across college, including the 14-16 provision and those who attend Nescot on a School Link programme.
* Liaise with a broad variety of people including staff, students’ parents, schools and other stakeholders in a timely and appropriate manner
* Attending meetings and promoting the College at school and college events

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.” At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is Wednesday 4th June 2025 9am**

**Interviews will be held Wednesday 11th June 2025**



**Job Description**

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| **Position Details:** |
| **Title:** | Transitions Officer - Schools |
| **Department:** | Learning Support |
| **Fraction:** | Full time, term time only |
| **Status:** | Permanent |
| **Grade:** | NEL LSA 2 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** | LS Coordinator (14-16s, school links and transition) |

 **Functional links with:** HOD, LSA, students, parents, external schools

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| **Job Purpose:** |
| 1. Assist in organising bespoke provision for groups of pupils and individual students from local schools (maintained and SEN schools) and developing opportunities for individual pupils to infill into established Nescot classes on a full cost basis.
2. To provide support to students and parents during the transition from school to college.
3. To provide support to students transitioning from Foundation Learning into the main college.
4. To help students transition out of College.
5. To promote the College to schools and local authorities and to develop strong links with them.
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| **Main Duties and Tasks:** |
| * Promote a positive image of the college in all contacts with students, parents, schools, local authorities and other stakeholders
* Work with local schools (maintained and SEN) in Surrey to organise courses and develop infill opportunities for their learners.
* Liaise and communicate with schools who have leaners at the college.
* To liaise with other departments to organise and monitor infill opportunities.
* To organise, promote and attend transitions events
* To contribute to annual reviews as required.
* To provide information and advice on local opportunities available to college leavers.
* To liaise with local authority transitions teams and independent transitions services.
* Ensure the collection of detailed work records and management of data to help evaluate the service and produce appropriate reports, including contributing to the self-assessment process.
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: AP Date: April 25UPDATED BY: HR Date: May 25 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Transitions Officer** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of working with young people with learning disabilities/disabilitiesKnowledge of School Links ProgrammesKnowledge of transitions process, including annual reviews and local authority transitions teams | A/IA/IA/I | Experience of supporting transitionsExperience of organising school links programmesExperience of working with 14-16 year old students and disengaged young people | AAA |
| **Skills and Abilities** | Ability to communicate clearly and concisely in both written and verbal formGood time management skills in order to meet targetsAbility to organise workload and undertake administrative dutiesGood ICT skills with a knowledge of word processing & spreadsheet skills | A/T/IIII/T |  |  |

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| **Qualifications** | Equivalent GCSE grade C or above in English and Maths | A | Recognised qualification in working with young people with SEN | A |
| **Personal Qualities** | Able to work independently on own initiativeAble to engage and motivate candidatesCommitment to recent evidence of updating of skills Willingness and ability to work flexibly, attending events during the evening and at weekends.Has awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | IIIIA/IA/IA/IA/IA/I |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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