



JOB DESCRIPTION	
JOB TITLE	Transitions In & Out Officer
PAY/GRADE	Point 20, £23,146 per annum
HOURS	37 hours per week, all year round
REPORTS TO	Head of Faculty for SEND, Learner Engagement + Ambitions
LOCATION	Peterborough College
JOB PURPOSE	
<p>To work with the Head of Faculty, Assistant Principal (SEND) and Curriculum Lead – Inclusive Learning, curriculum team and support teams to support students by developing and facilitating delivery of programmes that help students with moderate to complex needs make a smooth and successful transition out of full-time college education into their adult life in order to improve student positive destinations and lifestyles.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Work with a caseload of students with moderate to complex needs, undertaking initial observation in settings, Information Advice and Guidance, and transition planning, for those who wish to progress in main stream education, work or social care. This includes those within mainstream who would require the expertise of the transition officer • Maintain and develop transition plans • Attend EHCP Annual Reviews for those learners who are transitioning out and present the transition plan • Work with a rolling caseload of students with moderate to complex needs who have been identified to leave full-time college education within a 12-month period; to develop and maintain clear, realistic and measurable individual transition plans that are achievable and focus on the 4 key Preparing for Adulthood outcomes: <ul style="list-style-type: none"> ○ Employment ○ Independent Living ○ Community Inclusion ○ Good Health • Support the development of study programmes that focus on “real” transition activities during the students last year at college • Identify and develop links with post college providers essential for giving students choice in the adult lives and organize a gradual supported transition period for the students • Assist students to access the services of outside agencies, community groups and other post college organisations; providing hands on facilitation of such access where appropriate • Find ways to support students to stay in contact with their friends when leaving College • Organise events that will inform students, their parents/carers on the development of successful transition plans for their son/daughter or ward 	
OTHER	
<ul style="list-style-type: none"> • Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures. 	



- Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision
- Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety
- Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults
- Undertaking any other duties and responsibilities commensurate with the level of the post as required

TERMS AND CONDITIONS

Contract	Maternity Cover – Business Support
Pension	Local Government Pension Scheme
Holiday	30 days per year, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
Working Arrangements	Normal working hours of 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/jobs/>

PERSON SPECIFICATION Transitions In & Out Officer

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Level 3 Qualified (as a minimum)	E		✓			
Degree level or above in relevant subject		D	✓			
Level 2 qualification in IT or operating at an equivalent level	E		✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
EXPERIENCE						
Identifying young people's needs and developing appropriate responses	E		✓	✓		
Advocating for young people	E		✓	✓		
Professional practice in an educational environment	E		✓	✓		
Further Education environment working with young people with complex learning difficulties and or disabilities		D	✓	✓		
KNOWLEDGE						
Knowledge and understanding of Equality and Diversity and its importance within the College	E			✓		
Knowledge and understanding of inter-agency and partnership work		D	✓	✓		
Knowledge and understanding of social education principles and awareness of current policies and initiatives		D		✓		
An understanding of the SEND Code of Practice		D		✓		
Working knowledge of all Microsoft Office applications (Word, Excel, PowerPoint, Outlook)	E		✓	✓		
KEY SKILLS						
Ability to relate to young people and adults, positively both as individuals and in groups, encouraging participation, involvement, empowerment and achievement	E		✓	✓	✓	
Ability to plan workload in order to meet identified needs and analyse and reflect on own professional practice	E		✓			
Excellent oral and written communication skills and the ability to communicate effectively at all levels including excellent listening and support skills	E		✓	✓	✓	
Ability to form and maintain appropriate relationships and personal boundaries with young people and vulnerable	E		✓			
Emotional resilience when working with challenging behaviours	E		✓			
Ability to plan workload in order to meet identified needs and analyse and reflect on own professional practice	E		✓	✓		
Motivation to work with young people and vulnerable adults	E			✓		
Good planning, organisation and administrative skills	E		✓	✓		
Attention to detail and accuracy	E			✓		
Ability to work independently and as part of team with a track record in achieving individual and team results	E			✓		
Ability to appropriately manage young people's behaviours		D		✓		
Use of IT (compilation of reports from database, spreadsheets, word processing)	E			✓		
Ability to listen and advise in a non-judgmental manner	E			✓		
Excellent interpersonal skills/good at problem solving	E			✓		
Enthusiastic and self-motivated	E			✓		

OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References