**JOB DESCRIPTION**

**Job Title Transitions Coordinator**

**Date of issue: November 2022**

**Project Area**

Talkback provides life skills training and support to people with a learning disability and autistic people, enabling them to make choices and have more control over their own lives.

**Job Purpose**

To ensure the smooth transition of young people with learning disabilities and autism into Talkback. Working directly with young people and their families and being part of the Senior Equip Team, you will form a crucial part of the next steps for young people as they move out of school and into college or community education.

**Reporting Lines and Key Relationships**

Reports to: Head of Young People’s Services

**Key Responsibilities and Accountabilities**

**Main Purpose**

This role is key to the young person’s start at college and following their progression through their education time.

The coordinator will lead the Transitions Programme and work with others to ensure relevant support data and information is managed and acted on. At all times a person-centered approach is adopted to help people make choices in the next steps of their lives.

The main responsibilities are:

* The person will be required to promote the work of the Equip project and to manage student annual reviews.
* To log all referrals on a database received by Colleges and Bucks County Council for new students joining in the next academic year.
* Working closely with the Equip Management Team, by understanding which EHCPs outcomes are to be achieved and to enable the fit so we can meet needs. This ensures the young person’s choices are taken into account in so they achieve their outcomes.
* Arranging and meeting with families to complete initial assessments, in college settings as well as occasionally in the home (with another staff member present).
* Ensuring we get to know the individual and their personality to work out the best way to ensure their transition to college is successful.
* Ensure all initial assessment paperwork is completed fully, to the highest standards and relevant data is transferred to risk assessments/ profiles.
* Ensure all initial assessment paperwork is filed securely in member files online.
* Ensuring that the pathway for each individual is clear and once agreed and is communicated to the individual in the correct way.
* To ensure that any concerns or further queries are discussed with Head of Young People’s Services before a final offer of placement onto Equip programme is made.
* Complete Risk Assessments, Profiles and pass to the Senior Community Coordinator.
* To ensure that information of all external agencies working with young person is captured so that potential joint working pathways are identified
* To be responsible for capturing destination data for all Equip members and recording in compliance with the data protection legislation
* To be the point of contact with the college for all safeguarding issues.
* To work closely with Senior Community Coordinator and Work Experience Coordinator to update and produce the annual Equip Curriculum Programme.
* To work in collaboration with the college and the Operations Manager to monitor all new students’ progress for the first term of the academic year and be the first point of communication for their parents for any queries/concerns
* To ensure that all students who are not attending within the first 6 weeks of their transition are visited and we find new ways of keeping them engaged.

**Working with External Agencies**

* To work closely with Connexions to help establish a link with local schools / sixth forms.
* To visit and present the Talkback Programmes to local schools / sixth forms, so that young people have an awareness of options available to them.
* To arrange taster days and visits to Talkback Groups.
* To attend events to promote Talkback Programmes.
* To support Equip Management at external meetings as required.

**Extended Duties**

• Perform line management responsibilities including welfare, performance management/assessment, development, promotion, staff admin (e.g., holidays), training and daily report reviews for 3-6 staff.

• Work closely with the Equip Senior Team to ensure that the delivery of 1:1 and group sessions meet Talkback standards & Ofsted requirements.

• Support Equip Management to ensure all Equip Education documentation is completed and submitted in a timely manner as required by colleges.

• To attend annual reviews when required.

• To attend College meetings with the Equip Managers, as required.

* To attend College open evenings and events.
* To ensure a rigorous approach towards the commitment of safeguarding of all members at Talkback by understanding and adhering to all safeguarding policies and procedures.
* To support project work when required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your developing role within the organisation and the overall business objectives of the organisation.

**Behavioural Expectations**

* Demonstrate commitment and loyalty to Talkback and its values.
* Appreciate the impact that decisions and actions have on the business.
* Fully understand internal and external contract expectations and work to ensure these are exceeded.
* Ensure that objectives or tasks are delivered on time and to an agreed standard.
* Work in a crucial front-line operational role, as part of team that delivers high quality services to a range of members and their parents by good communication.
* Be pro-active and responsive to the requirements of both members and colleague; a team player.
* Maintain own professional boundaries and the self-respect and confidentiality of all people that interact with Talkback.
* Work co-operatively and productively with others, to achieve the best results.
* Demonstrate a knowledge and interest in enhancing the lives of those with learning disabilities, autism, and mental health difficulties.
* Adhere to all Health & Safety requirements.
* Self-motivated individual with strong customer focus
* Able to choose a method of communication that is appropriate and effective for a given situation, to incorporate the different mediums of listening, verbal and written.
* Understanding of, and demonstrable commitment to, Safeguarding Children and Young People and Vulnerable Adults.
* Demonstrable commitment to Equality and Diversity, Child Protection, Safeguarding and Prevent showing a desire to challenge inequality and promote diversity. Uses original and creative thinking to make improvements or support the initiation of new approaches
* Work with honesty and integrity to maintain the reputation of Talkback

 **Personal Attributes**

* Good understanding of working with individuals with with learning disabilities, autism and mental health difficulties.
* Strong communication and empathy skills to work with members and parents.
* Demonstrate a consistently high standard of work and attention to detail.
* Background of supporting within a care or education environment.
* Strong numerical skills.
* Good time management and the ability to prioritise your workload.
* Good working knowledge of all windows packages.
* Punctual and presentable.
* Good team player.
* Willing to learn, as ongoing training is provided.
* Calm temperament under pressured conditions.
* Full UK driving licence and use of a car as you will need to travel to locations across the county.
* Willingness to travel and transport members, sometimes with wheelchairs.
* Eligibility to work in the UK.
* Satisfactory DBS check.

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| **Our Safeguarding Statement**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**Rehabilitation of Offenders Act**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act. We are committed to carefully screening all applicants who will work with our vulnerable members including children, young people and adults with care and support needs. All applicants are expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.We expect all staff to have a knowledge, understanding of and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults.All staff must be able to demonstrate the values and behaviours suitable to work with children and young people and provide demonstrable commitment to Equality & Diversity, Child Protection, Safeguarding and Prevent. They must show a desire to challenge inequality, promote diversity and adhere to Talkback’s Policies and Procedures.**Employee**Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate. |

This job description is intended to be an indication of the scope of the role, over time the role will evolve with changing requirement and technical advances. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

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| Name of Job Holder |  |
| Signed by Job Holder |  |
| Date |  |