



QUORN HALL
SCHOOL



Transitions Coordinator

Quorn Hall School is a specialist therapeutic school for children and young people with autism and social, emotional and mental health needs. The school is on a fantastic journey; we are growing, and with this comes the opportunity to embed the culture and system of a truly integrated education and therapy model.

Quorn Hall School is part of Newcome Education. Our schools are characterised by their shared expertise and specialism for supporting autistic children and young people and those who have social, emotional and mental health needs. We place equal emphasis on academic input and therapeutic support, and believe that grades and qualifications should not be the sole measure of success for our students. We ensure that our learners gain relevant, nationally-recognised qualifications alongside developing the necessary independence and life skills required to enable them to follow pathways to a meaningful career and fulfilling adulthood.

Job Description

Responsible to: Head of Admissions and Recruitment

Contract type: Full time/Permanent/ Year round (52 weeks)

Salary range: £24,012 - £26,511, dependent on experience

Closing date: Friday 13th October 2023, 9am

PURPOSE OF THE JOB:

To use a multi-disciplinary approach in order to identify, assess and support the social, emotional and mental-health needs of children and young people upon admission and transition to Quorn Hall School. Liaise and support families of new children and young people during the initial transition period and develop a trusting relationship between home and school. To support and encourage the full time attendance of new pupils in a timely manner.

To liaise with destination schools to share all relevant information upon exit from Quorn Hall School to ensure a successful transition.

MAIN DUTIES AND RESPONSIBILITIES:

As the Transitions Coordinator, you will support new pupils and families through the admission and transition period when joining Quorn Hall School. You will liaise with previous education settings, agencies and teams around the child to develop and oversee the safety and wellbeing support plans for new pupils in readiness for their transition into school. Use a child centered approach and work closely with families and young people to develop an appropriate and timely transition plan. Facilitate welcome meetings for parents/carers to meet with key members of staff so that expectations can be clearly outlined prior to enrolment. Actively support the transition plan for new pupils to encourage full time attendance in a timely manner. Complete an initial assessment of a pupil's social, emotional and mental health needs so that you can identify and plan the support needed to address issues and prevent any problems from escalating prior to admission. To share and support the implementation of assessment findings with teaching staff.

To coordinate the sharing of information related to a young person with their education destination upon exit of Quorn Hall School.

Duties Include:

- Supporting and facilitating School tours for parents/carers and new admissions.
- Conduct home visits to new admissions with a history of school refusal to encourage and support attendance in the initial transition.
- Offer family support during the admission and transition period
- Gather, record and upload all information around a new pupil, and to share this with appropriate teams within school.
- Identify safeguarding needs both current and historic and gather chronology for the Safeguarding Team
- Develop pupil one page profiles, risk assessments and wellbeing plans are as up to date as possible in readiness for the teaching staff to receive new pupils into their class.
- To guide teaching and support staff in implementing the provision outlined in a new pupil's EHCP.
- Attend initial meetings around a new admission as that first point of contact during the transition period; CIN meetings, LAC reviews, EHCP reviews.
- Facilitate a positive communication system between home and school.
- Effectively hand over home-school liaison to the Form Tutor following the transition period.
- Ensure the Form Tutor is fully informed and the completed pupil file is shared with classroom staff in readiness for a new admission joining the school.
- Work with colleagues, health and social care professionals and multi-agency networks to evaluate a new pupil's needs and ensure appropriate support in place.
- Adhere to professional practice standards and legislation, including confidentiality, safeguarding, equality, diversity and inclusion policies.
- Manage your own workload, administration and diary commitments.
- Help new pupils to fully access learning and development.
- Maintain accurate and up-to-date administration and caseload records, including reports of all interactions / communications.
- Instigate and maintain positive relationships with families.
- Coordinate and deliver/transfer pupil files to destination schools and provide transition support where necessary for school leavers.
- Provide general admin support to the admin and admissions team, such as; telephone liaison, updating files and tracker sheets.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification

	Essential	Desirable
Qualifications	GCSE in English and Maths GCSE English and Maths (A*-C) or Adult Literacy & Numeracy Level 2 equivalent	A-levels Further Professional Qualifications, particularly in a Psychology/Sociology/Social Care/Youth work related field DSL Trained
Knowledge, Skills and Experience	At least two years experience working with families and vulnerable Children and Young people Strong communication and listening skills Excellent IT skills in order to record and maintain accurate data. Particularly with the Google suite The ability to build and maintain rapport with adults, children and young people Calmness under pressure, and when dealing with challenging or confrontational behaviour Flexibility and adaptability A good understanding of the challenges faced by the families you help	Experience attending multi disciplinary meetings Ability and experience of delivering training and liaising with staff teams to share good practice/information Knowledge of relevant legislations and statutory guidance (SEND/safeguarding/Education Inspection Framework Knowledge of Social, Emotional and Mental Health Difficulties and how this can affect development and communication Experience of working within a school admissions team

	<p>Organisation and problem-solving skills</p> <p>Resilience and the ability to cope with emotionally-draining and traumatic situations</p> <p>Commitment to making a positive difference to the lives of service users</p> <p>A positive, non-judgemental, empathetic and sensitive approach</p> <p>Effective teamwork skills, as you will often be acting within a multidisciplinary service or multi-agency network</p> <p>The ability to maintain expert knowledge of local services and provision</p> <p>Holder of full UK driving license with Business Insurance of own vehicle</p>	
<p>Personal Qualities</p>	<p>Motivation and passion to work with children, young people and their families, particularly those with social, emotional and mental health difficulties</p> <p>High interpersonal skills and communication.</p> <p>Hard-working, conscientious, and accurate.</p> <p>Passionate, resilient, and</p>	<p>Knowledge of GDPR and how it transfers into the school environment</p> <p>Engagement in own continuous professional development</p>

	<p>optimistic in carrying out the day to day challenges while maintaining a clear vision. Emotional resilience.</p> <p>Ability to work full year (52 weeks, with holiday allowance) and take on additional administrative duties in accordance with the school's needs</p>	
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Quorn Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.