

JOB DESCRIPTION

POST TITLE	:	Transition and Inclusion Coordinator
SALARY	:	Up to £33,290
RESPONSIBLE TO	:	Additional Learning Support Manager
CLOSING DATE	:	Thursday 16 July 2026
INTERVIEW DATE	:	Friday 24 July 2026

Main Purpose of the Post

To work with the Additional Learning Support Manager to ensure the College delivers a comprehensive additional learning support service which complies with College policy, student entitlement, Education Skills Funding Agency guidelines, legal requirements and which maximises opportunities to provide an excellent learning experience.

Responsibilities

1. To support the development and maintenance of robust systems and procedures, which support the production of accurate and timely data and maximise the resources available to meet our students' support requirements.
2. To coordinate the transition of learners from schools to College.
3. To develop a range of experiences and opportunities in College to aid the transition of SEN learners in to College
4. To efficiently utilise Send Support Practitioners, pastoral mentors and facilitators to ensure a high quality experience for students with high needs
5. To work co-operatively and collaboratively with students, staff, parents/carers, schools and external agencies to ensure the delivery of a high quality, multi-disciplinary approach to learners with additional needs
6. To make effective use of the special education needs and disability data, ensuring that local authority procedures are followed and all relevant data and information is recorded.
7. To ensure that all additional learning support data is accurate, auditable and compliant with educational skills funding agency and skills funding agency guidelines.
8. To support the coordination of the additional learning support resources – ensuring staff skills sets are maximised.
9. To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.



10. To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
11. To commit to continuous professional development to maintain high professional standards and subject specialisms.
12. Undertake any other duties appropriate to this role.
13. To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
14. To undertake invigilation duties from time to time.
15. To carry out such other duties as the Principal may reasonably request.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you.

The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Transition and Inclusion Coordinator

DIVISION: Additional Learning Support

QUALIFICATIONS		Essential (E) Desirable (D)	To be identified by:
1	Good general education including 4 GCSE's or equivalent to at least Grade C/4 including English and maths	E	Application form
2	Hold or work towards appropriate special educational needs qualification	E	Application form/ Interview
KNOWLEDGE			
1	High level of skills with Microsoft Office Applications	E	Application form/ Interview
2	Awareness of the Educational Health Care Plan (EHCP) review process for students with High Needs	D	Application form/ Interview
3	Excellent written and oral communication skills	E	Application form/ Interview
4	Excellent organisation and planning skills	E	Application form/ Interview
5	Knowledge of additional learning support data software and systems in relation to performance targets	E	Application form/ Interview
6	Knowledge of Quality Assurance systems relating to the additional learning support area	D	Application form/ Interview
7	Awareness of all current funding and legal requirements (including the SEND Code of Practice) for additional learning support	E	Application form/ Interview
8	Awareness of Safeguarding legislation	E	Application form/ Interview
EXPERIENCE			
1	Demonstrate up-to-date experience of successfully working with data software and systems such as assistive technologies	E	Application form/ Interview

2	Experience of Cross-College and external liaison	D	Application form/ Interview
---	--	---	--------------------------------

PERSONAL

1	Excellent communication and administrative skills	E	Interview
---	---	---	-----------

2	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
---	---	---	-----------

3	Commitment to ongoing professional development	E	Interview
---	--	---	-----------

4	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
---	---	---	-----------

5	Commitment to College's Single Equality Policy	E	Interview
---	--	---	-----------

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent support services to our students	E	Interview
---	--	---	-----------

2	Good teamworking skills and commitment to teamworking	E	Interview
---	---	---	-----------

3	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
---	---	---	---

4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment
---	---	---	--

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*