



Role Profile

Job Title

Transition Tutor

Salary range	45 – 51
Contract	FTC/Permanent
Main location	Portland College
Hours and basis	Full Time
Reports to	Information, Advice, Guidance and Transitions Manager
Date of issue	June 2022

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the efficient and effective assessment of learner needs within an information, advice and guidance framework whilst working collaboratively with College staff to provide positive outcomes for learners and support to overcome barriers.

What you will be doing

- Support young people on their College assessment day ensuring they are able to access the learning environment, taking into account their individual needs and recording observations accurately in order to create their funded programme.
- Triage new learner applications to ensure learners receive required support from the wider college team and are placed in an appropriate teaching session on their assessment day. This includes identifying any external assessments linked to the internal teams visiting home or school prior to initial assessment.
- Identify any training, skills gaps and recruitment needs for staff to support any funded learners needs and liaise with Human Recourses and education managers to implement training prior to learner placement commencing.
- Liaise with the admissions team to ensure all appropriate documentation is in place prior to any initial assessment.
- Work in collaboration with the internal MDT and external agencies to ensure appropriate documentation is in place prior to enrolment at the College.
- Be an active member of the MDT meetings to discuss placements of learners and identify any further transition in arrangements needed.
- Support open days and events which market the College and the Further Education offer
- Liaise with wider College Teams to track if appropriate support plans are in place for learners prior to the commencement of their programme.
- Coordinate learner transition into College upon funding being granted
- Support the organisation and implementation of induction activities for new learners
- Conduct assessments to further support learners to progress safely in their journey; e.g. MCA, DoLs.
- Support the learner enrolment process
- Use knowledge of learners work experience history to contribute to careers baseline documentation
- Coordinate and support the School Links offer in conjunction with the IAGT Manager.
- Moderate termly learner monitoring of progress reports.
- Support the development of case studies and success stories of learners, considering the whole learner journey from transition in to transition out and use information gained to improve processes.
- Write accurate reports regarding the educational attainments, ambitions and support needs of the learner, taking into account the EHCP and/or high needs funding allocation and

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supporting documentation

- Provide staff training and development on transitions best practice and models of working.
- To support the development of the IAGT offer
- Such other duties as the management may from time to time reasonably require
- Provide teaching cover for sessions within the education department as required

Key results we want to see from this role (Direction and Pressure of Work)

- High quality assessment reports that clearly demonstrate learner starting point, aspirations and support needed to achieve
- Improved use of assessment details to support planning and delivery of Learner ILP's.
- Positive feedback from funding and funded parties
- Being an effective role model for the standards of behaviour required by the college
- A target driven approach with a commitment to further development of the IAGT offer.

Dimensions of the role (Managerial & supervisory and accountability)angel

- Able to procure resources specific to needs of the role
- Able to recommend support, information and guidance to learners, parents/carers and staff
- Work with the Delivery Team to provide Tutor cover
- Maintain and work to the Matrix Standards

Key work relationships

- Work under the Information, Advice, Guidance and Transitions Manager
- Develop key working relationships with internal College teams to include; Admissions, Speech Therapy, Occupational Therapy, Physiotherapy, Positive Behaviour Support, Progression Tutors and Residential Staff.
- Communication with parents/carers, external professionals and develop links with schools.

Working Environment and working patterns

- You will be based in the main IAGT office working within the team.
- Monday – Friday 8.30am – 4.30pm
- May be required to work outside of these hours in the best interests of the business.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date



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I have read and accept the duties and responsibilities outlined in this role profile.