**Job Description**

**JOB TITLE:** Transition and Employment Manager

**LOCATION:** Petty Pool Vocational College, Pool Lane, Sandiway, Cheshire, CW8 2DR

**REPORTS TO:** Director of Enrichment and Partnerships

**SALARY: £25-30k depending on qualifications and experience**

**HOURS:** 35 hours per week **(**Monday to Friday) 8:30am - 4:30pm – term time only (41 weeks per year)

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| Transition and Employment Manager  |
| **Main purpose of this job**To be responsible for the operational management of student work placements, employer relationships and opportunities for learner progress into employment.To play a key role in the planning and development of work place opportunities, ensuring support needs are met and the development and delivery of outstanding student work experience that compliments the curriculum offer.**Summary of duties and responsibilities:****Leadership and Management*** To line manage the Job Coach/Work Experience Learner Mentor team ensuring they find appropriate placements to support student transition into work
* To be the lead on Employability and ensure the organisation’s curriculum is fit for purpose by working with the Director of Curriculum and Planning
* Supporting learner transition meetings with the Admission and Assessment Manager
* Ensure Job Coaches deliver to a good service for students and supporting employers in understand needs of students.
* Ensure all employers engaging with students from Petty Pool have all the appropriate risk assessments in place and are fully aware of the needs of the students
* To develop effective collaboration of the operational departments within Petty Pool
* To represent Petty Pool and develop effective relationships with all stakeholders, partners and employers.
* To ensure students have access to appropriate careers guidance to aid their transition into employment

**Strategy and Policy*** Develop and implement appropriate transition support for learners by having a good sound knowledge of
* To maintain and update sector knowledge and developments, identifying any national policy developments and preparing information and making recommendations to Director of Enrichment and Partnerships and CEO.
* To support new students in understanding the journey to employment and make sure they are equipped to transition into work.
* To ensure the organisation is aware of and quickly adapt to all employability developments.
* To support the development of other provision for young people with learning disabilities including informal education
* To develop and maintain links with key stakeholders, partners and employers

**Employability Development*** To plan, operate and manage an innovative and flexible Employability programme that effectively meets the local sector employment needs
* To be up to date with local employment needs and understand appropriate opportunities with students with learning disabilities
* To manage provision and the team to ensure compliance with all policies and processes particularly H&S and Safeguarding
* To monitor and develop the effectiveness of the Job Coach team and ensuring appraisal are in place to monitor performance

**Student /Participant Support*** To assist with the recruitment and guidance of students into the correct work experience and outcomes
* To ensure all students and participants have employability targets that are motivational, aspirational and support them to achieve their potential
* To be responsible for the learner experience ensuing the highest levels of satisfaction for all learners ensuring the learner voice is heard
* To ensure the effective support discipline and management of students
* To ensure all relevant documents are recorded and kept in accordance with while students are at Petty Pool and after their transition
* Contribute to the safeguarding and promotion of the welfare and personal care of students while on their placement

**General*** To be aware of the principles of safeguarding young people and vulnerable adults and ensure the organisations safeguarding policy and procedures are adhered to at all times
* To oversee that staff undertake all duties and responsibilities in accordance with Petty Pool policies and procedures inclusive of safeguarding, health and safety, equality and diversity, quality and financial.
* To participate in appraisal process and to undertake appropriate training and development activities or programmes to ensure up-to-date knowledge of FE legislation and practices are applied and maintained.
* To take on any additional responsibilities and duties, commensurate with the post, as required by the Director of Enrichment and Partnerships or CEO.
* Attend and lead on agenda items at team meetings, training etc. as required

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the CEO. This job description may be reviewed when necessary, in line with the development of the organisation.All staff must be flexible to attend open days/open evenings and some occasional weekends at various times throughout the year in addition to their ‘normal’ working hours.   |

**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| Degree or equivalent  | **🗸** |  |
| Teaching Qualification | **🗸** |  |
| GCSE Grade C Maths and English | **🗸** |  |
| CIAG qualification Level 6  | **🗸** |  |
| **Knowledge and experience** |  |  |
| Experience of leading and managing a team including: recruitment and selection, operational performance planning and control to quality standards; staffdevelopment and performance management | **🗸** |  |
| Knowledge of legislation relating to students with learning difficulties/disabilities and a commitment to actively promote this | **🗸** |  |
| Experience of working in partnership with external organisations | **🗸** |  |
| Knowledge of the new EHCP legislation and ability to extract high cost information from reports | **🗸** |  |
| Experience of tracking planned support against actual support and provide reports to management throughout the year. | **🗸** |  |
| Knowledge of preparing High Needs Costs and schedules for Local Authorities | **🗸** |  |
| Experience of allocating planned support against the timetable | **🗸** |  |
| Experience of the preparation and presentation of management reports. | **🗸** |  |
| Experience of successfully planning, managing and monitoring managementinformation. | **🗸** |  |
| Experience of drafting initial assessments and student profiles from a range of information sources | **🗸** |  |
| Experience of effective internal and external liaison | **🗸** |  |
| Ability to meet deadlines and manage resources efficiently | **🗸** |  |
| Excellent administrative and record keeping skills which captures learning needs and funding details | **🗸** |  |
| Able to demonstrate a positive approach to work | **🗸** |  |
| **Personal competencies** |  |  |
| Flexibility | **🗸** |  |
| Reliability | **🗸** |  |
| Honesty | **🗸** |  |
| Enthusiasm | **🗸** |  |
| Sense of humour | **🗸** |  |
| Caring nature | **🗸** |  |
| Empathy with students and with issues facing young adults | **🗸** |  |