



Job Description

Job Title:	Transition Leader
Salary:	MPS + 2 SEN Allowance
Line Manager:	Assistant Head/Deputy Head

This job description should be read in addition to the teacher standards, job description requirements of a main/upper scale teacher/teacher pay and conditions document.

Purpose of Post: To lead and manage the transition of pupils to and from the school. To provide outstanding teaching and learning to our transition classes.

Specific Responsibility

1. To lead and manage the transition of pupils coming into the school at secondary transfer.
2. To lead and manage the transition of pupils joining the school in various year groups, including mid-year transfers.
3. To support the Headteacher with consultations e.g. arranging trials/observations in other schools etc.
4. To model best practice to colleagues including outstanding teaching and learning which leads to outstanding pupil outcomes.
5. To create and update pen portraits accordingly.
6. The leadership and teaching of transition classes.
7. The teaching of a variety of subjects at KS3 level.
8. Providing INSET to staff.
9. The delivery of extra-curricular activity.
10. Devising EHCPs and hosting Annual Review meetings.

Leading, inspiring and supporting staff/pupils/parents in preparing pupils for transition.

- To lead, manage and support staff/pupils/parents in preparing for transition in and out of the school.
- To support the Headteacher with consultations e.g. arranging trials/observations in other schools etc.
- To lead, manage and coordinate our transition program.
- To create and update pen portraits accordingly, providing training to colleagues.
- To provide relevant workshops/open evenings for parents.
- To plan and deliver relevant theme days.
- Plan and deliver INSET and take a full part in the school's professional development programme.
- To provide support to teachers in preparing pupils for transition as appropriate - as agreed with the senior leadership team.

The leadership and teaching of transition (and other subjects) at KS3.

- To lead and teach transition classes at KS3.
- To teach various subjects at KS3.
- To ensure the effective implementation of all school policies, in particular the school's core policies in Safeguarding and Child Protection, Promoting Positive Behaviour, Assessment, Marking, Moderation and Reporting and Teaching and Learning.
- To maintain and manage a stimulating and safe learning environment which enhances all pupils' learning opportunities.
- To lead colleagues in transition teaching and learning.
- To be aware of developments in a variety of subject areas and disseminate relevant information to colleagues.
- To plan and deliver extra-curricular activities and educational visits.

Strengthening Community

- To promote a positive partnership between school, parents and support agencies.
- To organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- To liaise with external agencies.
- To develop and strengthen partnerships with the wider community.
- To promote positive relationships and to work with colleagues in other schools and external agencies.
- To devise EHCPs and host Annual Review meetings.

To carry out other associated duties commensurate with the post determined by the SMT.