



TITLE OF JOB: Secondary Transition Worker Role

LOCATION: Schools in Welwyn and Hatfield

SALARY: £26,999 per annum pro rata

HOURS: 13 hours a week. Term time only plus two weeks

CONTRACT: Fixed term, part-time contract from w/c 1st January 2022 - 31st October 2022 in the first instance due to funding

REPORTS TO: CEO

DEADLINE: Thursday 9th December, 17:00pm

INTERVIEWS: Wednesday 15th December and Thursday 16th December

START DATE: W/c 1st January 2022 (with a paid induction day at a date TBC in December if possible)

Project Summary

To reduce exclusion rates and barriers to learning associated with primary to secondary transition.

1. Job Outline

NESSie IN ED CIC (NESSie) aims to co-ordinate and quality-assure access to emotional and mental health support in educational settings. We are looking for an enthusiastic, motivated, suitably experienced member of staff to join our dynamic newly formed service. Working in conjunction with DSPL 5, NESSie's school Area Coordinator/Arts Therapist/Tier 2 outreach worker/Transitional Support Worker are at the heart of NESSie's mission which was developed in response to local identified needs through working in partnership with a range of agencies.

The role holds a unique position, working independently but aiming to nurture greater expediency of support for some of the community's most vulnerable learners. This involves liaising with a number of support agencies in addition to schools, students and parents.

Although this role will be working predominantly with children or young persons in groups or one to one, strategies that prove successful should be shared with the family and teacher to promote a continuous supportive approach.

The role is vital in supporting and including low ability and vulnerable students and is valued highly by local schools and the local authority as an exciting opportunity to assist in the support of young people. It is envisaged that the Transitional Support Worker will have an immense impact on the learning and pastoral care systems put in place for students.

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This post may evolve over the project to respond to the needs of the children post Covid and due to the effects of lockdown. In the summer term this person will run transition support groups across 14 schools.

2. Main Areas of Responsibility

Supporting the Student

- To support the needs of vulnerable and high need block learners, who may not necessarily meet the criteria for an EHC plan and for whom the transition process will prove difficult without extraordinary measures
- To support the needs of the most vulnerable children in primary/secondary transition
- To nurture a team approach to developing rapid and direct support
- To ensure effective communication between various support agencies/mechanisms
- Make information sharing between schools and agencies / support services more efficient and directly meaningful to the needs of the student
- To ensure emotional well-being for vulnerable students and their families
- To support the needs of the family in supporting the needs of the young person through transition and the early years of secondary education
- To reduce the number of students requiring managed moves and placements at education support centres
- Communicate need and impact to the DSPL 5
- Assist in the formulation of programmes of study for individual students transferring from primary to secondary school
- Liaison with teaching staff to support teaching and learning
- Liaise with the DSPL 5 Manager and Area SEND Lead
- Liaise with the Head of Alternative Provision - The Links Academy
- Attend meetings and case conferences where necessary
- Complete paperwork and administrative tasks relating to the students including completing referrals and arranging meetings

Supporting the Teacher

- In conjunction with school and/or other professionals to develop and maintain a system of recording, monitoring and reporting the child's progress.

Supporting school and home

- Where appropriate to foster links between home and school.
- To liaise, advise and consult with members of other support teams
- To contribute to reviews of children's progress as appropriate
- To participate in relevant professional development.
- To follow school policies and procedures.
- To maintain confidentiality within home/student, teacher/school work.



- To work closely with the Heads of Alternative Provision and SEND and advise and inform accordingly

3. Equalities

The post holder must carry out their duties with full regard to the Equal Opportunities Policies, including Hertfordshire County Council's Policies 'Putting People First' and 'Getting it Right' in terms of employment and service delivery.

4. Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

5. Criminal records bureau

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

6. Additional information

There is no national or local model for this post as this is innovative work. The post holder will be managed by the CEO in the first instance. The post will have no line management responsibility.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Education, Training and Professional Qualifications
- Education to degree or equivalent qualifications, or proven work experience to that level.
- Relevant professional experience working with families and young people.
- Some knowledge of systems within education and, ideally, health would be desirable.
- Equal opportunities



- Demonstrate a commitment to equal opportunities and anti-discriminatory practice.

Experience

- At least two years' experience in working with children and young people with a range of needs.
- Experience of supporting vulnerable families.
- Experience of working in Educational settings.

Skills and Abilities

- Excellent communication skills - written and verbal
- Ability to work positively as part of a small therapeutic team
- Ability to successfully network with a range of agencies
- Wide range of ICT packages to be used effectively
- Responsible for delivery of project – must be proactive and reliant on own initiative, show commitment and drive, able to set priorities
- Flexible problem solving approach
- The postholder must possess the ability to work under pressure whilst dealing with constant interruptions from various sources.
- The postholder must be able to empathise with young people and be mindful of their needs and frailties
- The postholder must be confident in confronting and challenging inappropriate behaviour

Probation

There will be a three month probationary period where the appointment will be reviewed by a panel drawn from the Board

How to apply

Please complete the job application and person specifications available here and return it to: sblackford@nessieined.com

Deadline

- All applications must be received by **Thursday 9th December, 5:00pm.**
- Applications will be reviewed and successful applicants will be invited to interview on **Wednesday 15th December and Thursday 16th December**

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Advert

NESSie IN ED CIC (NESSie) aims to co-ordinate and quality assure access to emotional and mental health support in educational settings within Hertfordshire. We are looking for a suitably qualified member of staff to join our newly formed service. Working in conjunction with DSPL 5, NESSie's school Area Coordinator/Arts Therapist/Tier 2 Outreach Worker/Secondary Transition Worker are at the heart of NESSie's mission which was developed in response to local identified needs through working in partnership with a range of agencies.

We are looking to recruit an experienced, positive team player to provide focussed transitional support in schools to reduce exclusion rates and barriers to learning associated with primary to secondary transition. This post is to support the needs of vulnerable and high need block learners, who may not necessarily meet the criteria for an EHC plan and for whom the transition process will prove difficult without extraordinary measures.

These children and young people may have faced particular difficulties during lockdown and as a result may struggle to self-regulate. This transitional support worker will support the family in supporting the needs of the young person through transition and the early years of secondary education. They will make information sharing between schools and agencies / support services more efficient and directly meaningful to the needs of the student.

Although this role will be working predominantly with the child or young person, strategies that prove successful should be shared with the family and teacher to promote a continuous supportive approach.

One to one and group sessions will be considered when appropriate and where Covid related restrictions allow.

We are committed to equality and diversity and welcome applications from any individual who meets the job description and is interested in joining our organisation.

Download our job pack here: <https://nessieined.com/about-us/work-with-us/>

For an informal discussion and further information please contact Sarah Blackford, Operations Manager:

Email: sblackford@nessieined.com

Tel: 07949368941

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