

ADVERTISEMENT

Work Experience, Careers, and Transition Coordinator

Full-time

Grade 4

Are you passionate about supporting young people as they prepare for life beyond school? Ash Lea School is seeking a Work Experience, Careers, and Transition Coordinator to help shape the futures of pupils with Special Educational Needs and Disabilities (SEND).

Key Responsibilities:

- Develop and oversee pupil career activities, including work experience programs and career-related events.
- Support teachers in transition planning for pupils, ensuring smooth progression through each phase of school life.
- Advise and guide pupils and their families on post-school opportunities, including further education, apprenticeships, and employment.
- Build and maintain strong relationships with external partners, including colleges, employers, and health professionals.
- Ensure the school's compliance with the SEND Code of Practice and contribute to Education, Health, and Care Plan (EHCP) processes and training.
- Provide training, support, and guidance to staff, pupils, and families on transition processes and career pathways.

What We're Looking For:

- Strong communication, networking, and organisational skills.
- Ability to work independently and as part of a team, with a high level of personal drive and initiative.
- Experience in supporting children with SEND is advantageous.
- A good understanding of careers education, transition processes, and EHCP requirements.
- Experience in education, careers, or a related field is beneficial, but not essential.

Why Join Us?

Ash Lea School offers a collaborative and supportive environment, with opportunities to make a meaningful difference in the lives of our pupils. If you're motivated to help young people succeed in their next steps, we'd love to hear from you.

☎ 0115 9892744

✉ reception@ashlea.notts.sch.uk

🌐 www.ashlea.notts.sch.uk



Ash Lea

working together to be our best

Owthorpe Road, Cotgrave, Nottingham, NG12 3PA

This authority and the school are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We will require the successful applicant to undertake an ENHANCED criminal record check via the Disclosure and Barring Service, and they will be subject to an online search which includes social media checks.

For further details visit our website www.ashlea.notts.sch.uk

Return completed application forms by email to michele.ince@ashlea.notts.sch.uk

Closing date for applications is Friday 4th October 2024 at 12pm. Applications received after this time will not be considered. Interviews will take place on Monday 14th October 2024.

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