



**Ash Lea**  
working together to be our best

Owthorpe Road, Cotgrave, Nottingham, NG12 3PA

## ADVERTISEMENT

### Life After Ash Lea, Transition and EHCP Co-ordinator

Full-time (although this is flexible)

Grade 4 (TTO) Actual pay £19550 - £21530 (pro-rata amendment to reflect TTO contract)

Are you passionate about supporting young people as they prepare for life beyond school? Ash Lea School is seeking a 'Life After Ash Lea', Transition and EHCP Co-ordinator to help shape the futures of pupils with Special Educational Needs and Disabilities (SEND). As this role is new and expanding it would suit full, or part-time working and flexible / hybrid working to suit the right candidate. **The school would also consider separating these roles into 'Life After Ash Lea' and Transition Co-ordinator which would be a 2 day post (0.4) and EHCP Co-ordinator, which would be a 3 day post (0.6). Please specify on your application on what basis you are applying for.**

### 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.

☎ 0115 9892744

✉ [reception@ashlea.notts.sch.uk](mailto:reception@ashlea.notts.sch.uk)

🌐 [www.ashlea.notts.sch.uk](http://www.ashlea.notts.sch.uk)



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## 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. We would also be willing to consider part-time, flexible and hybrid working for this role. We are also able to offer training to support this role. The personal attributes outlined are the most important requirement.

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](http://www.ashlea.notts.sch.uk)

Return completed application forms by email to [michele.ince@ashlea.notts.sch.uk](mailto:michele.ince@ashlea.notts.sch.uk)

Closing date for applications is Wednesday the 4<sup>th</sup> of December 2024 at 12pm. Applications received after this time will not be considered. Interviews will take place on Tuesday the 10<sup>th</sup> of December 2024.

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