



Ash Lea
working together to be our best

Owthorpe Road, Cotgrave, Nottingham, NG12 3PA

ADVERTISEMENT

Life After Ash Lea, Transition and EHCP Co-ordinator

25 hours

Grade 4 (TTO)

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).

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.
- Attend all EHCP meetings and produce accurate minutes to support effective decision-making, clear communication, and continuity of provision for learners
- 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

0115 9892744

reception@ashlea.notts.sch.uk

www.ashlea.notts.sch.uk



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people succeed in their next steps, we'd love to hear from you. We would also be willing to consider 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

Return completed application forms by email to kelly.ginley@ashlea.notts.sch.uk

Closing date for applications is Thursday the 11th of September 2025 at 12.30pm.
Applications received after this time will not be considered. Interviews will be held on Thursday 18th September 2025.

☎ 0115 9892744

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