



- Title of Post: **Transition Co - Educator**
- Responsible to: **Transition Team under the direction of the Headteacher**
- **Principle duties and responsibilities:**
 - To respect confidentiality at all times.
 - To provide appropriate support to pupils with severe, profound and multiple learning difficulties, autistic spectrum disorders, behavioural, communication, social, sensory and/or physical difficulties.
 - To understand specific learning needs and styles and to provide differentiated support to pupils individually and within a group.
 - To work with individual pupils or small groups of pupils under the direction of Transition Team.
 - To Transport pupils using the school minibus (full licence essential)
 - To transport pupils using own vehicle when necessary (full insurance essential)
 - To develop relationships with local employers to expand work experience opportunities for pupils
 - To complete and submit EVOLVE forms when taking pupils off site.
 - To develop pupils' competence and independence through supporting Post 16 Work Experience sessions.
 - To set up and complete Work Experience Diaries and to keep relevant paperwork up to date.
 - To implement planned learning activities (as agreed) and to support pupils during these activities.
 - To establish positive relationships with pupils.
 - To provide feedback to pupils in relation to attainment and progress.
 - To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding (orally or through a tube), mobility etc.
 - To carry out specific additional care tasks for individual pupils at the direction of a qualified member of staff and once full training has been given.
 - To promote positive pupil behaviour in line with school policies and help keep pupils on task.
 - To monitor and record pupil responses and learning achievements.
 - To support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
 - To take an active role in the preparation and maintenance of Workshops (Bicycle/Tools/Engineering)
 - To operate, and as appropriate maintain specialist equipment.
 - To liaise with staff and other relevant professionals and provide information about pupils as appropriate.
 - To supervise pupils for limited and specified periods including break-times.
 - To offer additional classroom support when required.
 - To understand and apply school policies in relation to health, safety and welfare.
 - To attend relevant training and take responsibility for own development.
 - To attend relevant school meetings and INSET as required.
 - To attend the Next Steps Evening with the Transition Team and any other necessary training sessions.
 - To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
 - To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
 - Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
 - The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- **The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.**
- February 2019