

Job Description

Role	Transition Assistant
Department	R.E.A.L. Education
Location	Various to meet the needs of the role
Accountable to	TBC

Function of role

To support and maintain a high level of learner engagement during transition from home to school. To use a collaborative approach with Learning Managers by providing a consistent reliable service which meets the needs of the individual learners. To pay particular attention to health and safety awareness, risk management and the safeguarding of young people.

Accountabilities:

Act in accordance with the organisation's policies and procedures under the guidance of the Learning Manager and adhere to the organisation's Equal Opportunities and Diversity policy.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults

Be responsible for all aspects of learner health and safety, informing the designated Learning Manager of any accidents or identified risks, and using the significant incident reporting form appropriately.

Establish and maintain good relationships with children, staff, parents and other stakeholders.

Establish constructive relationships and communicate with other relevant professionals, parents and carers, in liaison with the tutor, to support the pupil's learning and progress

Implement the school's behaviour policy.

Deal with any immediate problems or emergencies in accordance with the school's policies and procedure.

Contribute to the overall ethos, aims and work of the school.

Maintain confidentiality at all times and observe Data Protection Guidelines.

Carry out any duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post, as directed by the headteacher.

Performance indicators

Support the positive outcomes for young people by ensuring learners arrive calmly and start their day positively.

Foster professional relationships with learners, staff, parents and other key stakeholders

Be reliable and consistent

Key values and ethos of organisation

Trust

Innovation

Achievement