

Brantwood Specialist School

Job Description

Position:	Pathways Co-ordinator
Field of Practice:	Field 7 (Transformative Leadership and Management)
Post Reference No:	BSS10004
Grade:	Indicative 6:7
Responsible to:	Deputy Headteacher
Location:	Freeman College

Job Purpose

The Pathways Co-ordinator is responsible for arranging and monitoring the transition of learners to meet their long term outcomes. The role involves communication with students and their parents or carers, external and internal work experience and course providers, Teachers, external agencies and local authorities.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School.

The post holder is to contribute to the whole life of the School and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the School.

The post holder will be required to carry out duties at all Trust premises, some of which are located at a distance from the main School sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To work closely with all learners throughout the entirety of their journey within the provision in order to both instil a sense of confidence in relation to their transition

and ensure their post-provision destination meets the needs of learners as outlined on their EHCP.

2. To co-ordinate transition pathways to volunteering, paid employment, further or higher education where that is appropriate based on the Student's needs to help the students realize their potential and fulfil their aspirations.
3. The role involves communication with students and their parents or carers, external and internal work experience and course providers, Teachers, external agencies and local authorities.
4. Provide information about appropriate transitions pathways to students and all colleagues involved in programme planning and the education planning cycle, Teachers, Residential Staff and Parents and Carers and create an appropriate pathways plan.
5. To proactively create and maintain a network transitions pathways opportunities both on site and within the local community which are appropriate for the students during stay in the Trust's provision and beyond.
6. To provide impartial careers advice and guidance and coordinate external careers advice and guidance in line with legal and regulatory requirements (Ofsted) for each student.
4. Develop, establish and maintain a system for tracking and recording transitions pathways in congruence with the individual study programmes and the Trust's method PSTE.
5. Establish and maintain the Trust's protocol for setting up and monitoring transitions including work experience pathways to include risk assessment, insurance, induction, target setting and monitoring attendance and incident reporting, regular and emergency communication routes
6. Implement and monitor transitions pathways for all students for whom this is appropriate in line with the Trust's method PSTE.
7. Ensure compliance by providers of transitions providers with RMT and legislative Health & Safety standards, Safeguarding and Prevent Duty procedures, provide the necessary training and information and ensure appropriate documentation.
8. Research and co-ordinate all external school or college placements and maintain detailed records of progress.
9. Liaise with external training providers and ensure compliance with the Trust's service level agreements
10. Establish and maintain a system of quality assurance of transitions pathways and courses for School students and report to the line manager in a timely and accurate manner.
11. Provide regular report on the progress of the individual students as well as work experience, external placements and transitions for the SMT, Trustees, Directors, self-assessment procedure and for Ofsted or other regulatory bodies.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's and the school's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Schools, Statement of Purpose and Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To deliver training or development opportunities as required.
12. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. To work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Pathways Co-ordinator has no line management responsibility but may be required to supervise or line manage other staff as required

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Pathways Coordinator

The following are the criteria that will be used for Shortlisting

Experience, Knowledge and Skills:

- Experience of working in an education setting
- Experience of delivering independent careers advice
- Experience of managing complex administrative processes and a varied workload
- Experience of undertaking similar work or relative experience in a similar organisation.
- A results driven individual who is self-motivated with the ability to work in a pressurised environment essential.
- The successful candidate will have clear interpersonal, customer service and relationship building skills while competent with computers and data analysis.
- The ability to build effective and productive relationships both internally and externally with all key stakeholders.
- Level 3 NVQ Qualification Information Advice and Guidance

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
2 week induction process	Introduction to Ruskin Mill Trust	For the first 2 weeks of employment	Two weeks
Qualifications / Training	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours