

JOB DESCRIPTION

JOB TITLE:	Inclusion Coach – Transition Lead
DEPARTMENT:	INSPIRE SEND Support
RESPONSIBLE TO:	INSPIRE Team Leader
RESPONSIBLE FOR:	No Subordinate Staff

Purpose:

The Inclusion Coach – Transition Lead will play a key role in strengthening and coordinating effective transitions for learners with SEND and additional needs across the College. This includes learners entering the College, moving between internal programmes, and progressing to their next destination on exit.

The postholder will work closely with the Cross College SENCO/Manager, Team Leader, Inclusion Coaches, teaching staff, Safeguarding and Wellbeing Team and other business support colleagues to ensure transition processes are inclusive, learner-centred, and well-coordinated.

To work proactively with a strong commitment to inclusion, Preparing for Adulthood, and supporting development of learner independence and life skills. To support and guide College staff to ensure learners with SEND, vulnerable learners and those with barriers to learning are well prepared for next steps.

Key Responsibilities:

Support the SENCO and SEND Team Leader to strengthen transition arrangements for SEND/vulnerable learners:

- entering the college
- moving between courses and programmes internally
- leaving the College to positive destinations

Lead on coordinating internal transitions for learners with high needs, including planning and delivery of tailored transition programmes.

Coordinate and oversee bespoke taster sessions for learners with high needs who are transitioning between programmes within the College and to also support taster session events provided by academic teams.

Track, monitor, and report on transition data to support timely interventions and continuous improvement.

To work with the INSPIRE SEND Administrator to ensure efficient arrangement, booking and tracking and monitoring of SEND support discussions.

Support with stakeholder communication, including parent and learners engagement events and information sharing.

To work in partnership with academic teams at progress review points and other key stages to support the early identification of learners facing barriers to progression, implementing timely interventions and ensuring that appropriate alternative pathways are planned and prepared where appropriate.

Learner Support and Delivery

- Work directly with learners in classes to prepare them for progression to other programmes.
- Deliver targeted 1:1 and small group interventions outside the classroom to support:
 - readiness for transition
 - independence and self-advocacy
 - preparation for next steps
 - signposting to supportive services within the College and externally.
- Promote learner confidence, aspiration, and resilience throughout the transition process.
- Work collaboratively with Inclusion Coaches, curriculum teams, and support services to embed inclusive transition practice.
- Deliver or support cross-college training for staff on SEND, transition planning, and inclusive practice.

EHCP and SEND Processes:

- Create, maintain, and review individual support plans, ensuring they are learner-centred, meaningful, and outcome-focused.

- Facilitate and contribute to EHCP Annual Reviews, including preparation of paperwork, coordination with stakeholders, and facilitating review meetings.
- Monitor and evaluate learner progress against EHCP outcomes and intervention targets.
- Carry out SEND Support Discussions for prospective learners.

Administration and Communication:

- Maintain accurate, timely, and confidential records in line with College and statutory requirements.
- Produce clear and professional written reports, reviews, and progress updates.
- Use College systems effectively to track learner support, attendance, and impact of interventions.
- Attend and contribute to College Showcase Events and other key events as required.

Team and College Contribution:

- Work collaboratively within the INSPIRE SEND Team to ensure consistent, high-quality support.
- Takes responsibility for safeguarding and promoting of inclusion and Equality and Diversity.
- All staff working within the INSPIRE SEND Team are expected to be able to carry out personal (not intimate) care if needed.
- Contributes to the attainment of the College's strategic objectives, as appropriate
- Takes responsibility for personal development and attends Continuing Professional Development activities where directed
- Undertakes such duties as may reasonably be required commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.

NB In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College's required