

JOB DESCRIPTION

Post: Transitions and Early Intervention Officer

Hours: 37 hours per week, full time, full year

Responsible to: Head of Learner Safeguarding and Wellbeing

Summary of Post

Act as a key member of the Safeguarding and Wellbeing Team, supporting the early identification, transition, engagement and achievement of learners who may require additional support to succeed in college.

Coordinate the timely request, receipt, collation and review of safeguarding, child protection and vulnerability information from previous educational settings and partner agencies. Monitor identified learner cohorts, coordinate interventions and work collaboratively with curriculum teams, support services and external agencies to ensure learners receive appropriate support at the earliest opportunity.

Support the transition and enrolment process to identify and address barriers to learning, engagement and achievement, contributing to positive learner outcomes.

Main Tasks and Responsibilities

1. Coordinate the timely request, receipt, collation, review and secure management of safeguarding, child protection and vulnerability information from feeder schools, previous settings and external agencies.
2. Review and analyse information received to identify potential risks, support needs and appropriate interventions prior to, or immediately following, enrolment.
3. Maintain accurate records of all Transfer of Record requests, receipts, actions taken and outstanding information, ensuring prompt follow-up where information is incomplete or delayed.
4. Coordinate and process Further Assessment Forms completed during application, enrolment and induction to identify learners who may benefit from enhanced transition arrangements or additional support.
5. Liaise with feeder schools, local authorities and partner agencies to support the early identification of prospective learners requiring additional intervention.

6. Maintain oversight of identified learner cohorts, including learners currently or previously known to children's social care, including those within the EVER 6 cohort, learners eligible for free school meals, and other learners identified as requiring additional support.
7. Track learner attendance, engagement, wellbeing, progress and achievement data to identify emerging concerns and learners at risk of disengagement, withdrawal or non-achievement.
8. Conduct daily attendance monitoring for identified at-risk learners, communicating with parents, carers and relevant professionals where appropriate, and escalating concerns to Safeguarding Officers and the Head of Learner Safeguarding and Wellbeing.
9. Coordinate and facilitate half-termly Early Intervention Review to go over the progress, attendance, engagement and achievement of identified learner cohorts.
10. Work collaboratively with curriculum teams, personal tutors, support services and the Safeguarding and Wellbeing Team to ensure appropriate actions and interventions are implemented, monitored and reviewed.
11. Track the effectiveness of interventions, monitor actions arising from Early Intervention Panels, and identify learners requiring further support, escalation, or targeted retention interventions to reduce the risk of withdrawal and non-achievement.
12. Attend and contribute to relevant meetings to provide data, reports and progress updates relating to identified learner cohorts.
13. Assist the Head of Learner Safeguarding and Wellbeing and other Team Leads to establish and maintain effective relationships with internal and external stakeholders to ensure the service remains effective.
14. Maintain accurate, detailed and confidential records and ensure all personal and sensitive information is managed with integrity and in compliance with data protection regulations.
15. Stay informed about developments in safeguarding legislation, learner support practices, and early intervention strategies through continuous professional development activities.
16. Promote a culture of early intervention, learner wellbeing, and positive engagement across the college.

General Duties and Responsibilities

17. Participate in the Staff Performance Management processes and undertake training based on individual and service needs.
18. Engage in the College's Professional Development (CPD) scheme to develop yourself in your role and contribute to the team's delivery of relevant CPD for academic and support staff across the college.
19. Support the College's commitment to creating a positive environment that promotes fairness, respect, equality, diversity, and inclusion.
20. Comply with all College policies and guidelines in respect of your role, including health and safety, data protection and safeguarding.

21. Demonstrate positive personal and professional behaviour as specified in the College Code of Conduct.
22. Be an integral part of the College's Safeguarding and Wellbeing Team.
23. Keep up to date with the skills required to fulfil the role.
24. Undertake any other duties to commensurate with the role, as may be reasonably requested.
25. Take responsibility for protecting staff, learners and apprentices from all preventable harm as per college safeguarding procedures.
26. Work flexibly across all College sites and attend external meetings and events as required.
27. Travel between College campuses, feeder schools, partner organisations and other multi-agency venues as required to fulfil the duties of the post.

Please note:

This job description is a guide to the work you will be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may change from time to time to meet changing circumstances.