



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE Transition Co-ordinator

GRADE Management Allowance

RESPONSIBLE TO Head of Inclusion

JOB PURPOSE To develop and monitor strategies to maximise students' potential across the school

KEY TASKS

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

- To develop curriculum planning cross-phase with both primary and high school colleagues
- To research the experiences of Year 6/Year 7 students moving from one phase to the next
- To assist faculties in overseeing Year 6 Taster Days, Induction day and Year 6 meeting day
- To plan teacher exchanges and visits to support research into and understanding of the two phases
- To contribute and update the school's transition programme for Year 6 into Year 7
- To assist in 6th form interview process and induction day
- To develop induction activities and strategies to support new students in the 6th form
- To contribute to the school's transition programme for KS3 into KS4 and KS4 into KS5
- To assist with the Year 9 options process
- To contribute towards a range of related school developments including Leading Edge, Primary Liaison, Teaching and Learning

- To help staff identify students who are suitable for an Alternative Curriculum