



# Manchester Hospital School

## Job Description

### Post 16 Transition Manager and Careers Lead – Grade 6

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| <b>Post Title:</b>              | <b>Transition Manager and Careers Lead</b> |
| <b>Salary:</b>                  | <b>Grade 6</b>                             |
| <b>Location of Work</b>         | <b>Any MHS Site</b>                        |
| <b>Directly responsible to:</b> | <b>Assistant Headteacher</b>               |
| <b>Hours of Duty:</b>           | <b>3 days per week / Term time only</b>    |

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|-----------------------------|--|
| <b>Name of Post Holder:</b> |  |
| <b>Signed:</b>              |  |
| <b>Dated:</b>               |  |

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| <b>Key Areas of Responsibility:</b>  | To develop, co-ordinate, deliver and quality assure a careers programme for pupils at Manchester Hospital School |
| <b>FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST</b> |  |

**Role:**

- Provide independent careers advice and guidance to pupils at Manchester Hospital School
- Management of an identified budget.
- Manage the allocation of resources.
- Liaison with and quality assurance of post 16 and alternative provision placements.
- Liaison with Parents/Carers and relevant members of staff within school.

**Key tasks and responsibilities:****Post 16 Transition**

- Compile necessary reports.
- Organise a transition programme for each pupil when they have identified their post 16 provision
- Monitor individual progress towards transition
- Monitor the quality of post 16 providers in relation to pupils at Manchester Hospital School
- Ensure that record keeping in relation to individual casework and team activities is maintained to the required standard and statistical data is readily available for monitoring and evaluation purposes.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Manage the identified budget for the Transition Programme.
- Manage and develop resources efficiently and effectively.

**Careers**

- Plan and manage the careers programme so that it meets the Gatsby Benchmarks
- Support teachers who have to teach aspects of careers education
- Lead the process of delivering careers advice
- Establish and develop links with employers, FE colleges, apprenticeship providers and universities
- Write the careers action plan and evaluate its impact
- Manage and evaluate travel training programmes
- Liaise closely and collaborate with external agencies in the delivery of careers programmes.
- Ensure that the school offers a two week work experience placement, or similar provision, for all pupils if they are well enough to fulfill the requirement
- Work with external agencies to provide appropriate support for pupils

**Review Arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, MHS will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Areas of responsibility will be agreed on an annual basis through Performance Management.

**Person Specification**  
**Post 16 Transition Manager and Careers Lead**

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**Essential qualifications, knowledge and skills:**

- Is an effective and persuasive communicator both verbally and in writing, with the ability to draft letters and memos.
- Has experience of working in a team and managing others
- Can work autonomously, prioritise effectively and manage a varied workload
- Has knowledge and understanding of the needs of young people with medical conditions
- Demonstrates excellent organisation, communication and case management skills
- Has the ability to think creatively and come up with innovative ways to engage reluctant pupils
- Has knowledge and understanding of IT systems and electronic filing systems
- Is an individual who is comfortable liaising with medical staff, teachers, school staff and parents
- Has knowledge of the Gatsby benchmarks and requirements of schools
- Has knowledge of up-to-date DFE guidance for Careers and Enterprise
- Is willing to abide by the City Council's and Governor's various policies.

- You will either already hold, or be willing to work towards, the Level 6 Diploma in Career Guidance and Development.
- A full UK driving licence is required with Business Insurance.

**Desirable qualifications, knowledge and skills:**

- Has experience of working with young people, ideally those with SEND or additional vulnerabilities
- Has experience of working with young people with medical or mental health needs.
- Has worked in a school or college environment
- Has experience of multi-agency working
- Has experience of working alongside SENDCos in order to identify specialist settings appropriate for vulnerable pupils
- Has experience of training staff or leading staff development
- Has experience of leading assemblies, groups of pupils, trips and visits
- Has experience of leading work experience programmes
- Has knowledge of SEND systems
- Has knowledge of the local colleges, sixth form, AP and labour markets information
- Has knowledge and understanding of attendance, pupil exclusion and child protection regulations.
- Has the ability to use Information Management Systems and Attendance Recording Systems.

**Essential Personal Style and Behaviour:**

- Operates with tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Has self motivation and personal drive to complete tasks to the required timescales and quality standards.
- Has the flexibility to adapt to changing workload demands and new school challenges.
- Has a personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

- Has a personal commitment to continuous self-development.
- Has a personal Commitment to continuous service improvement.
- Has a personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure to a DBS check.