

VACANCY

Work Experience & Transition to Post 16 Coordinator

Are you ready to make a real difference in the lives of young people who need it most?

Are you ready for the next challenge?

We are seeking an exceptional, compassionate, and resilient Work Experience & Transition to Post 16 Coordinator to join our dedicated team at Kickstart Academy, a dynamic and nurturing Pupil Referral Unit supporting students who have experienced barriers to learning in mainstream education.

Why Join Us?

- **Impact lives daily:** we help students re-engage with learning, rebuild confidence, and develop essential life skills.
- **Be part of a passionate team:** work alongside skilled professionals committed to restorative approaches, trauma-informed practice, and inclusive education.
- **Every day is different:** support students with complex needs in a setting that values creativity, flexibility, and humour.
- **Ongoing development:** access high-quality training in behaviour support, SEMH, SEND, and de-escalation techniques.



We are looking for someone who:

- Builds strong, trusting relationships with young people.
- Has experience supporting students with social, emotional, and mental health needs (SEMH) or those at risk of exclusion.
- Is calm, patient, and consistent – even in the face of challenge.
- Works collaboratively and supports the vision and values of our PRU.
- Is committed to helping all students access education and achieve their potential.

In return, we offer:



- A supportive and forward-thinking leadership team.
- A culture of care, respect, and ambition.
- Opportunities to contribute to whole-school development.
- Clear progression routes and support into teacher training (if desired).

Why Join Us?

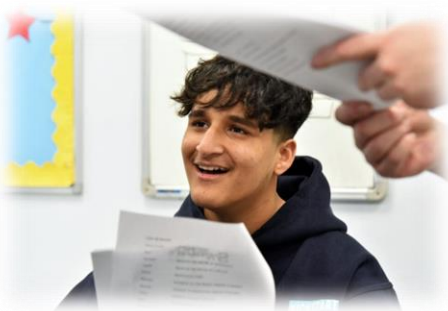
At our school, staff wellbeing isn't an afterthought – it's at the heart of how we work. Here's what you can look forward to:

- A culture of warmth and growth – work-life balance isn't just a slogan; it's how we practice every day.
- Free breakfast & hot drinks every morning – no rushing, just time to enjoy a calm start together as a team.
- Early Friday finish – giving you time for family, school pick-ups, Friday prayers, or simply to start your weekend early.
- Supportive daily routine – a morning briefing to set the day up for success, and time at the end of each day to reflect, share, and leave work challenges behind.
- Personal & practical touches – staff lockers for your belongings and reserved parking bays so your mornings are stress-free.
- Compressed hours & term-time-only contracts – meaning more annual leave than the statutory minimum to spend with family or on hobbies that matter to you.
- Flexible and compassionate approach to absence – because we know family comes first.
- Commitment to your growth – funded CPD and guaranteed professional development days to help you flourish in your career.
- Complimentary Staff Wellbeing Advisory Service (SAS) – offering confidential support via the app or telephone/email for physiotherapy, counselling, nurse support, and other well being services.

Who are we:

Kickstart Academy is a key stage 4 (years 10 and 11) alternative provision based in Telford and became part of the Learning Community Trust in September 2023.

We provide learning programmes for 60 students who are referred from within the Telford and Wrekin area. This referral takes place through the well-established Fair Access Process (FAP), due to behaviour concerns, being at risk of permanent exclusion, or those that are permanently excluded from school.



We pride ourselves in supporting students with a wide range of special educational needs, including SEMH difficulties, language and learning needs and neurodevelopmental conditions, such as ASC and ADHD. The support students receive from the academy is intended to support our students to return to mainstream education. Where this is not viable, students remain with us, and we look to achieve the best possible outcomes for them.

Our ethos at Kickstart is for students to learn and develop as a young person in the most positive way possible, we pride ourselves on giving students the opportunity to better themselves.

Purpose of the role:

The Work Experience & Transition to Post 16 Coordinator provides intensive support to pupils with complex social, emotional, and behavioural needs. The role focuses on preparing students for their next steps beyond school, into employment and Post 16 education.

The Work Experience and Post-16 Transition Coordinator is responsible for planning, coordinating, and evaluating high-quality work experience and transition pathways for Key Stage 4 pupils within our Pupil



Referral Unit (PRU). The postholder will ensure that all learners—particularly those who are vulnerable, disengaged, or have SEND—are supported to make informed, realistic, and aspirational transitions into post-16 education, employment, or training.

The role requires close collaboration with internal staff, parents/carers, employers, post-16 providers, and external agencies to ensure statutory duties are met and positive destinations are secured.

Skills required:

- Ability to build good relationships with young people, support staff, teachers, leaders and parents.
- Ability to implement strategies to deescalate behaviours that can challenge and learn strategies to support emotional regulation.
- Ability to support engagement and inclusion.
- Ability to think in a solution focused way.
- Ability to think creatively to secure excellent outcomes for young people who are transitioning out of school.
- Strive for quality of best practice within our school values of students first.

You should be an enthusiastic and committed professional who is flexible and reliable and able to work on your own initiative, with the ability to establish effective working relationships at all levels, particularly as a member of a team. You should have the relevant skills and personal qualities such as being dynamic and proactive to undertake the range of duties and the ability to work accurately and consistently.

Academic Year 2025-26 working hours:

Monday - Thursday: 8.30am-4pm

Friday 8.30-3.30pm

What's included:

- Permanent contract
- Salary range Scale 5, Point 17, £31,022 pro rata to term time only
- 34.5 hours per week (Term Time plus 5 PD days)
- Continuing Professional Development
- Local Authority Pension Scheme



This is more than a job – it's a calling. If you're an outstanding practitioner ready to inspire, support, and champion young people who need a second chance, we'd love to hear from you.

If you have been interested in this advert but are not sure if your skills meet the requirements, please get in touch. Transferrable skills are highly valuable, particularly if you have lived experience of working in high pressured environments where you have worked collaboratively to reach a positive outcome for young people.

Visits are warmly welcomed. To arrange a visit or request more information, please contact Dawn Rogers on 01952 951413 or email dawn.rogers@lct.education.

GENERAL DUTIES AND RESPONSIBILITIES

Work Experience & Transition to Post 16 Coordinator



Work Experience Coordination

- Plan, coordinate, and oversee appropriate work experience placements for KS4 pupils, ensuring suitability to individual needs, safety profiles, and aspirations.
- Source, develop, and maintain relationships with a range of local employers, training providers, and alternative provision settings.
- Conduct risk assessments and ensure compliance with health and safety, safeguarding, and insurance requirements.
- Prepare pupils for work experience through pre-placement sessions covering expectations, behaviour, attendance, and employability skills.
- Monitor placements through regular communication with employers and pupils, addressing concerns promptly.
- Evaluate the impact of work experience placements and use feedback to inform future provision.
- Accompany students on visits as required.

Post-16 Transition and Progression

- Coordinate post-16 transition planning for all KS4 pupils, with a focus on sustained destinations, working collaboratively with Future Focus advisers.
- Provide impartial advice and guidance on post-16 pathways, including colleges, sixth forms, apprenticeships, traineeships, and alternative routes.
- Support pupils with applications, interviews, open days, enrolment processes, and transition activities.
- Work closely with Careers Advisors, SENDCO, and key staff to ensure transition planning aligns with EHCPs, safety assessments, and individual support plans.
- Track and record pupil destinations in line with statutory requirements.

Pupil Support and Engagement

- Build positive, professional relationships with pupils who may present with challenging behaviour, anxiety, or low engagement.
- Adapt approaches to meet the needs of pupils with SEND, SEMH needs, or complex personal circumstances.
- Promote high expectations, resilience, and aspirational thinking while maintaining realistic and supportive guidance.

Partnership and Multi-Agency Working

- Liaise with parents/carers to support transition planning and ensure clear communication.
- Work collaboratively with local authorities, virtual schools, youth services, social care, and post-16 providers.
- Attend and contribute to review meetings, transition panels, and multi-agency discussions as required.

Safeguarding, Compliance, and Administration

- Uphold safeguarding and child protection responsibilities at all times, in line with statutory guidance and school policies.
- Maintain accurate records, risk assessments, destination data, and reports.
- Contribute to policies and procedures related to work experience, careers education, and transition.
- Support the PRU's compliance with Gatsby Benchmarks and statutory careers guidance requirements.
- Promote inclusion and acceptance of all students.
- To promote children's welfare and actively promote and uphold the school's safeguarding policies and procedures to ensure the safety and well-being of all young people.
- Actively promote and uphold the school's safeguarding policies and procedures to ensure the safety and well-being of all young people.
- To promote children's welfare.



- To have a child-centred approach.
- To ensure that child protection concerns are passed on the Headteacher.
- To attend and participate in training as required to meet the needs of students.
- To attend team and staff meetings as required.
- To invigilate exams.
- To engage in an appraisal programme to promote professional development.
- To administer first aid and medication as required.
- To undertake any reasonable tasks commensurate with the title and grade of the post.

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Headteacher.

PERSON SPECIFICATION

Work Experience & Transition to Post 16 Coordinator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Strong academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). 	<ul style="list-style-type: none"> • Relevant qualification or training in careers guidance or willingness to work towards this. • Mentoring or youth work qualifications. • Good Higher Education or Further Education qualifications. • First Aid qualifications.
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with children or young people. • Excellent literacy knowledge and skills. • Ability to monitor student progress. • Understanding of post-16 education, training, and employment pathways. • Awareness of the challenges faced by pupils in PRU settings, including SEMH, SEND, attendance issues, and safeguarding concerns. 	<ul style="list-style-type: none"> • *Experience of: <ul style="list-style-type: none"> ➢ Supporting children with SEN. ➢ Working with and supporting children with challenging behaviour. ➢ Running intervention programmes. • Knowledge of KS4 assessment, curriculum and planning. • *Experience in educational or youth settings.
Personal	<ul style="list-style-type: none"> • Strong interpersonal and communication skills. • Enjoy working with young people. • Ability to build trust and rapport with challenging pupils. • Skilled in de-escalation and behaviour management. 	<ul style="list-style-type: none"> • Ability to work with and manage young people with challenging needs – EAL, SEN and very able students. • Ability and experience of communicating with parents within a school context. • Good IT skills.



KICKSTART ACADEMY

Ready, Respectful, Safe

	<ul style="list-style-type: none">• Dedicated to safeguarding and promoting the welfare of young people.• Empathetic, patient, resilient, and adaptable.• Enthusiastic.• Hardworking, flexible and motivated.• Team player and excellent interpersonal skills.• Excellent verbal communication skills including ability to communicate effectively with carers and parents.• Able to take the initiative.• Confidentiality and sensitivity.• Organised with good time-management skills.• Ability to work independently and as part of a team.• Positive and enthusiastic when faced with challenges.• Understanding of trauma informed practice.	
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*It is an advantage, but not essential, for applicants with the experience highlighted above.



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