

TRELOAR TRUST

JOB DESCRIPTION

Job Title: Student Progress Coordinator

Responsible to:

Job Purpose

To act as a lead professional for a caseload of students for whom you will be responsible for ensuring students follow appropriate courses of study, students being equipped to make informed decisions regarding their future pathway, management of multi-disciplinary Teams where often there are conflicting priorities and monitoring progress towards EHCP outcomes. This is a complex role that will require decision making, managing difficult conversations and with the ability to positive influence others. With accountability taking ownership of decisions in line with the values, processes and policies of the organisation.

Key Tasks:

- Chair and lead Multi Disciplinary meetings responsible for capturing actions, responsible for target data, progress against outcomes and escalating any concerns in a timely manner
- Chair other meetings as required, which may include, new parent meetings, review meetings and transition planning meetings including externals and parents
- Regular 1:1 meetings with students
- Lead MDT meetings training others in Power Bi and IT systems that support students achievement
- Work with allocated Student Progress Administrator following agreed processes
- To plan and develop resources for transition sessions and lead/co deliver transitions sessions on a weekly basis
- Support other Student Progress Coordinator covering meetings and transition sessions, as required
- Lead annual review preparation for MDT's explain the process around EHCP's
- Represent students/families' views at reviews-completing review paperwork
- Lead Transition Team meetings on a rota basis
- Key contact for internal/external stakeholders
- Support students and families to work collaboratively with external agencies to support transition planning
- Oversee and coordinate reassessment process following a period of student illness or hospitalisation
- Act as an integral part of student admission assessments
- Meetings with students and families to identify and review aims of placement
- Represent Treloar at CLA and other external meetings
- As directed by line manager, undertake lead professional role for CIN meetings
- Management and oversight of holistic student progress
- Preparation and Participation for LA monitoring and regulatory inspections
- Setting holistic targets including ensuring life beyond Treloar targets are live for all caseload
- Initiate social care/health initial assessments
- Contribute to peer reviews and MDT audit process
- Ensure accurate records for all interactions with students, families and external stakeholders
- Managing difficult conversations with internal/external stakeholders
- Professional challenge as part of MDT lead role
- To actively participate in the interview, assessment and induction process for and with students.
- Work closely with Local Authorities and share any changes to legislation/processes with the Strategic Management Team/Treloar Leadership Team
- Prepare high quality panel ready evidence for LA to support additional years
- Identify future living options for students
- Participating in Quality Assurance processes as required
- To ensure all goals, targets and objectives are set up with the students and the MDT.

- Monitor the progress of students against their goals, targets and objectives and report concerns to senior staff.
- To record student achievements and to ensure other MDT members do the same.
- Work with students and their families and the MDT to plan transition and work experience for students.

Other

- To Support the Trust in safeguarding and protecting the welfare of all learners.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department

PERSON SPECIFICATION – Student Progress Coordinator

MINIMUM	DESIRABLE
Qualifications Grade A-C GCSE in Maths and English or equivalent Educated to level 3 or equivalent	Professional qualification e.g. in social work
Knowledge and Experience - Knowledge / Experience of planning transition activities - Knowledge of SEN Code Of Practice and Children and Families Act and be aware of the impact of this on young people with disabilities - Experience of multi-disciplinary working - Being able to positively influence and manage difficult conversations - Good understanding the need for confidentiality - Experience of providing mentoring or support service to children or young adults. - Experience of leading and chairing meetings.	Experience of managing people
Skills and Abilities - Ability to positively influence and persuade people internal and external stakeholders - Report writing skills - Able to work on own initiative and lead meetings - Excellent communication skills - Able to communicate effectively with a wide range of people internally and externally - Ability to understand how to meet the needs of learners - In depth knowledge and understanding of Local Authority Structures and ways of working - Negotiating skills - Ability to use and lead Multi-Disciplinary Teams in the use of online systems that monitor student's progress - Confident to deliver sessions to groups of students and prepare resources - Confident to represent Treloar on behalf as an organisation and it's departments - Maintaining professional relationships	

Personal Qualities • Ability to deal with people at all levels • Diplomatic and sensitive • Ability to work with colleagues in many different disciplines	
Personal Circumstances • Ability to work flexible and occasionally unsociable hours	• Car or access to a car and driver / transport
Physical Requirements • Good general health and ability to visit various locations eternally	
<u>TRELOAR TRUST IS COMMITTED TO SAFEGUARDING</u> <u>CHILDREN AND YOUNG PEOPLE</u> All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

Hours – 1FTE

Salary -