

TRELOAR TRUST

JOB DESCRIPTION

POST: Former Students' Coordinator

ACCOUNTABLE TO: Progress and Transition Manager

LOCATION: Progress and Transition Team

JOB PURPOSE:

- To follow up with former student for three years after they leave. Offering additional transition support post Treloar's, to help improve outcomes and support for our alumni
- To follow up with former students at pre agreed intervals to gather data as determined by the Transition Manager, Head of Quality and other members of the management team to help compose destination reports

RESPONSIBILITIES:

- To support with all specified student leavers at least twice yearly during their first three years after leaving Treloar's, to advise and support with transition . This may include liaison with external agencies visiting former students/placements, phone and email contact, attending meetings to support former students, signposting and providing guidance etc,
- Initiate and support former students with social care/health contact/referrals as required to support their transition
- Support students and families to work collaboratively with external agencies to support transition planning
- Make contact with former students and/or their families at specific -agreed intervals in order to gain destination and outcome data and information using a set of criteria. This information is used to measure how successful we have been in supporting our former students to be achieve their aspirations in their life after leaving Treloar's
- Input into the delivery of transition sessions, as required
- Under the direction of the Transition Manager and Head of Quality respond to outside enquiries regarding the destinations of former students
- To work with students during their final year at Treloar's to support transition alongside Student Progress Coordinators
- To support the Transition Manager and Head of Quality in researching and maintaining up-to-date database of information on post-college provision, including relevant external agencies, relevant organisations, contacts, further education as well as contact details which is relevant not only to Treloar's staff but also to parents/carers
- To support with the former students reunion events

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.

- 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
October 2024

PERSON SPECIFICATION – FORMER STUDENTS OFFICER

MINIMUM	DESIRABLE
Qualifications • Good general education up to level 3. • Achievement of GCSE level 2 in Maths or English equivalent or a commitment to achieving this	
Skills and Knowledge • Knowledge and experience of working with people with a disability • Being able to positively influence and manage difficult conversations Good understanding the need for confidentiality • The ability to relate to a range of people with different needs. • Maintaining professional relationships • Good organisational and communication skills • Good report writing skills	Knowledge of the Care Act and Children and Families Act and be aware of the impact of this on young people with disabilities Knowledge and understanding of Local Authority Structures and ways of working
Experience • Experience of working with a range of people with different needs • Good IT skills Collecting information by phone	* Experience of working with people with disabilities
Personal qualities • A commitment to promoting and safeguarding the welfare of students • Attention to detail • Time management, ability to prioritise • Effective written and verbal communication • Ability to work with colleagues in many different disciplines	
Physical Requirements (Use this section if appropriate e.g. Care) • Good general health	
<u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</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