

JOB DESCRIPTION

Post: Transition Mentor

Responsible To: Transition Manager

Summary of Post:

To deliver targeted transition, mentoring, wellbeing, and attendance support to vulnerable and disadvantaged 16–19 learners. The role focuses on pre-entry engagement, structured induction, early attendance mentoring, and sustained relational support to reduce disengagement and NEET risk during the transition into vocational and technical education.

The post holder will work directly with learners, carers, schools, and multi-agency partners to deliver personalised support from pre-enrolment through the first 100 days of study.

Specific Duties:

1. Deliver structured pre-entry transition mentoring for identified learners from April to August, including one-to-one support and small-group activities.
2. Build trusting, supportive relationships with learners to reduce anxiety and increase confidence and readiness for college.
3. Coordinate with feeder schools, Virtual Schools, social-care teams, and carers to support effective information sharing and continuity of care.
4. Support learners through campus familiarisation, taster activities, 'keep warm' Summer activities, enrolment, induction and handover processes.
5. Deliver first-term transition support, including regular check-ins, wellbeing support, and attendance mentoring during the first 100 days.
6. Implement SEMH-informed attendance strategies, including morning meet-and-greet and early intervention for emerging attendance concerns.

7. Support learners with organisation, executive functioning, emotional regulation, and routine-building.
8. Maintain accurate records of engagement, interventions, and outcomes using CRM/MIS systems.
9. Contribute to data collection for programme monitoring and evaluation purposes.
10. Work collaboratively with curriculum, inclusion, safeguarding, and wellbeing teams to ensure joined-up support for learners.
11. Participate in supervision, reflective practice, and CPD linked to trauma-informed practice and transition-sensitive pedagogy.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Ability to build positive, trusting relationships with vulnerable learners	✓	✓	6
2.	Strong communication and listening skills	✓	✓	6
3.	Ability to work in a trauma-informed, learner-centred way	✓	✓	4
4.	Organisational skills and ability to maintain accurate records	✓	✓	4
5.	Commitment to inclusion, equity, and learner wellbeing	✓	✓	4
6.	Ability to maintain detailed and accurate records in accordance with Data Protection Legislation	✓	✓	6
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience working with young people in education, youth work, or support roles	✓	✓	6
2.	Experience supporting learners with SEMH, care experience, or attendance challenges	✓	✓	4
3.	Experience of working with families or external agencies	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
3.	Relevant Level 3 or above qualification or equivalent experience	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.