



# Marden High School

**Post** Learning mentor and transition coordinator

**Scale** (Grade 6)

**Responsible to** Assistant Headteacher for Attendance and Behaviour

## **Purpose of the role**

To provide high-quality support for students during the critical transition from primary to secondary school, particularly for those with additional needs, and to act as a Learning Mentor for pupils facing barriers to their education. The role involves coordinating a comprehensive transition programme to ensure all students feel safe, cared for, and ready to thrive in Marden's high-achieving environment. There will also be responsibility for coordinating the transition of students who arrive part way through the academic year.

## **Job description**

### **1. Transition Coordination**

- Manage the transition intake list and facilitate early communication with parents and carers via welcome letters and surveys.
- Coordinate meetings with Year 6 staff and headteachers from feeder primaries to gather essential student information.
- Lead the creation of student information for all incoming students, ensuring staff are well-informed of individual needs before arrival.
- Organise and lead additional transition visits for students with SEND or those who may be anxious about the move to secondary school.
- Assist in the administration and organisation of Intake Evenings, Transition Days, and the Year 6 Summer School.
- Coordinate with the Local Authority (LA) and external agencies to ensure the seamless transfer of safeguarding data.
- Coordinate the arrival of students arriving midyear.

### **Learning Mentoring & Intervention**

- Deliver tailored small-group or one-to-one interventions to support pupils who are reluctant or anxious about learning.

- Identify potential barriers to learning, including Emotionally Based School Non-Attendance (EBSNA), and implement strategies to help students re-engage.
- Provide personalised support for students who are Looked After (LAC), Previously Looked After (PLAC), or eligible for Pupil Premium (PP) to narrow achievement and attendance gaps.
- Act as a trusted point of contact, building strong relationships with students and families to understand complex circumstances and plan appropriate responses.

### **Safeguarding and Administration**

- Maintain meticulous records using school systems such as CPOMs, SIMS, and SISRA to track student progress and welfare.
- Strictly adhere to safeguarding procedures, reporting concerns via CPOMs and contributing to a "culture of safeguarding" within the school.
- Work closely with Heads of Year (HOY) and the SEND department to update Student Support Plans and Individual Education Plans (IEPs).