

Transition Leaders - Lead Learner

Main responsibilities

- To attend training on how to be a transition Leader
- To work with tutor groups to support new Year 7 students
- To report transition activities termly to an administrator

Job description

- ✓ To introduce yourself to the Year 7 tutors and maintain communication with the tutor about progress or any issues
- ✓ To help students to successfully settle into the TDA and help them to face new social, academic and organisational challenges with confidence
- ✓ To complete the transition Leader log and report frequency of support to the central administrator
- ✓ To report any issues or concerns that you cannot solve with the tutor's help to the transition Leader co-ordinator

Person specification

- To have excellent communication skills, both face-to-face and by email
- To have a very positive attitude to learning
- To have empathy for students who need support with moving to a new school
- To be a positive role model in terms of punctuality, organisation, reliability and behaviour

Bronze
Meet requirements

Silver
Demonstrate initiative

Gold
Demonstrate dedication by going beyond

Appraisal

Your performance will be evaluated twice a year by meeting with the member of staff in charge of the leadership programme. You will be required to provide evidence of your performance which could include a log of activities that you been involved in with Year 7 and observation feedback sheets from the tutors.

Initiative and extra dedication

- Visiting primary school to promote the TDA
- Providing solutions to issues independently of tutors, administrators, teachers or the transition co-ordinator
- Training new leaders that join the programme part-way through the year
- Supporting the transition co-ordinator with additional tasks