Transition Coordinator

Salary:	£32,745 to £35,453 per annum
Basis:	Full time
Contract Type:	Permanent
Contractual Hours:	37 hours per week
Annual Leave:	55 days annual leave including 8 bank holidays to be used during the school holidays
Location:	Yorkshire Rose College and Aspire to be

We are seeking a passionate, organised and highly motivated Transition Coordinator to support learners across Yorkshire Rose College and Aspire to Be. This is a rewarding opportunity to play a pivotal role in shaping each learner's journey, ensuring their aspirations, progress and preparation for adulthood remain at the heart of everything we do. Working closely with students, families, colleagues and external professionals, you will help create meaningful pathways to education, employment, independence and community participation, enabling every learner to achieve their full potential.

The role

The Transition Coordinator will hold responsibility for an allocated caseload of students and learners across Yorkshire Rose College and Aspire to Be. The postholder will provide consistent oversight of each learner's Education, Health and Care Plan (EHCP), outcomes, progress, transition planning and intended destination throughout their journey.

The role will be a key point of coordination for students, families, curriculum teams and external professionals. The Transition Coordinator will chair EHCP Annual Reviews and transition meetings for their caseload.

Transition planning will begin early and remain active throughout the learner journey, rather than being limited to the point at which a learner is preparing to leave.

Can you demonstrate:

- Relevant Level 3 qualification or experience.
- GCSE Maths and English grade 4 or above, or equivalent.
- Full UK driving license, with willingness to travel and use own vehicle or company provided vehicles.

- Experience of supporting children and/or young people in an educational or care setting or similar
- Experience of supporting children or young people with their transition towards positive destinations such as education and social care provisions.
- Setting and achieving SMART targets.
- Experience of chairing meetings, annual reviews or other meetings support students and families.
- Strong knowledge of EHCPs and Annual Review process.
- Strong organisational skills.
- High level interpersonal skills both in working with students but also liaison, networking, negotiation, and team working.
- Knowledge of CPOMS
- Knowledge of the Preparing for Adulthood (PfA) framework and supporting young people in working towards these outcomes
- IT literate with a working knowledge of MS office, in particular: Word, Excel and Outlook

Please see the job description and person specification for a full list of responsibilities and skills.

Staff Benefits:

- Contributory Pension
- Great CPD opportunities
- Free onsite parking
- Free use of onsite gym
- Discounted childcare at the onsite Little Learners Day Nursery
- Westfield Health Cash Plan including Doctorline – 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer) with the opportunity to upgrade.

For a job description and application form please visit our careers page at www.thecarrfentonfoundation.org.uk/careers/

Please note that on the application form we need your full education and employment history from leaving secondary school up to current date. We do not accept CV applications.

Closing date for applications: 2nd December 2026

Interviews to be held: 11th December 2026

Yorkshire Rose College — Doncaster, Leger Way, Doncaster, DN2 6AY,

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

We are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the workplace.