



## Role Profile

**Job Title**                      **Transition Tutor**

Salary range	45 – 51
Contract	Permanent
Main location	Portland College
Hours and basis	Full Time
Reports to	Transitions Manager
Date of issue	June 2026

### Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. This role will assist with the efficient and effective assessment of learner needs whilst working collaboratively with College staff and external Stakeholders and professionals to provide positive outcomes for learners.

### What you will be doing

- Provide robust initial assessment activities and generate detailed and accurate reports.
- Identify any training, skills gaps and recruitment needs for staff to support any funded learners needs and liaise with Human Recourses and education managers to implement training prior to learner placement commencing.
- Be an active member of the MDT meetings to discuss placements of learners and identify any further transition in arrangements needed.
- Support open days and events which market the College and the Further Education offer
- Coordinate learner transition into College upon funding being granted
- Coordinate learner transition out of College and onto other destinations
- Support the organisation and implementation of induction activities for new learners
- Support the learner enrolment process
- Support the School Links offer in conjunction with the Transition Manager.
- Support the development of case studies and success stories of learners, considering the whole learner journey from transition in to transition out and use information gained to improve processes.
- Facilitate Person Centred reviews for learner, families and Local Authorities.
- Assess and report on ongoing progress of learners, liaising with relevant staff to gather information, observation of learner progress, against reports and data.
- Provide teaching cover for sessions within the education department as required.

### Administration and other duties

- Write accurate reports regarding the educational attainments, ambitions and support needs of the learner, taking into account the EHCP and/or high needs funding allocation and supporting documentation
- Provide staff training and development on transitions best practice and models of working.
- To support the development of the Transition offer
- Such other duties as the management may from time to time reasonably require

### Key results we want to see from this role

- High quality assessment reports that clearly demonstrate learner starting point, aspirations and support needed to achieve
- Improved use of assessment details to support planning and delivery of Learner ILP's.
- A target driven approach with a commitment to further development of the Transition offer.
- Working to Matrix Standards.

### Dimensions of the role

- Able to recommend support, information and guidance to learners, parents/carers and staff



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### Key work relationships

- Develop key working relationships with internal College teams to include; Admissions, Therapies, Positive Behaviour Support, Progression Tutors and Residential Staff.
- Communication with parents/carers, external professionals and develop links with schools, FE providers and Adult Social Care providers.

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.