



JOB DESCRIPTION

Job Title	Transition Worker		
Directorate	Education		
Reporting to			
Grade	13		
Evaluation ref:	AG0961	Job Family ref:	
Role Purpose			
The Transition Worker plays a crucial role in supporting children and young people accessing neurodiversity pathways (includes autism). This role involves gathering detailed information from new referrals to create comprehensive support plans tailored to each child's needs. The Transition Worker will work closely with families, providing one-to-one support and strategies to empower parents and carers. Additionally, the role includes contributing to Team Around the Child meetings, organising and assisting in activities and clubs, ensuring effective communication and collaboration with other professionals to achieve the best outcomes for the children. The postholder will also maintain accurate records, offer telephone support, and participate in training and development activities to enhance their expertise. This position requires a compassionate and proactive individual dedicated to promoting the welfare and safeguarding of children.			
Accountabilities			
• Gather information from new referrals of young people with autism to produce a record and plan and detail support/pieces of work to be implemented to ensure the best possible outcome for the young person and their family. • Take case responsibility for several young people with autism and carry out the targeted work. • Provide one to one work within the family home to empower parents/carers with suggestions and strategies for their young person. Home visits could be evenings or mornings to suit the specific needs of the family. Arrange initial meetings at various venues and invite and support families/carers. • Assist in the running of CAOT clubs/organised activities during the evening, weekends and school holidays. • Support young people with autism with their communication, e.g. create symbol resources, and ensure their voice is heard. • Work in partnership with other professionals to achieve the best outcomes for the young people and attend and contribute to various meetings. • Undertake comprehensive record keeping using the electronic case management system, maintain and update case records. • Provide targeted autism telephone support and advice to families. • Build upon existing knowledge and practise, participate in workshops, attend training sessions and share expertise required with staff colleges. • Work as part of a small team, however most of the time this will be on a one-to-one basis, which could be in a family setting and could involve managing			

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challenging situations. Lone Work policy will be followed, and risk assessments will be carried out. • Participate in regular supervisions, yearly appraisals and staff meetings. • Contribute to the planning and risk assessments for CAOT activities/clubs. Promote the welfare of children and young people and where relevant support schools and early years settings in safeguarding children. Be aware of relevant policies and procedures and have an understanding on how to use these to ensure that children and young people are protected, and all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.		
Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Understanding of neurodiversity including autism and its impact on young children and families.	x	
Awareness of safeguarding policies and procedures.	x	
Knowledge of education and transition processes.	x	
Familiarity with communication strategies for children with autism.		x
Knowledge of local support services and resources for families.		x
Understanding of family dynamics and support needs.		x
Experience		
Awareness of safeguarding policies and procedures.	x	
Experience in creating and implementing support plans.	x	
Experience in conducting home visits and providing one-to-one support.	x	
Experience in organising and running activities and clubs.		x
Experience in working collaboratively with other professionals.		x

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Experience in maintaining accurate records and using case management systems.		x
Qualifications / Registrations / Certifications		
Relevant qualification in education, social work, or a related field.	x	
Training in autism awareness and support strategies.	x	
Certification in safeguarding children.	x	
First aid certification.	x	
Qualification in early years education.		x
Additional training in communication strategies for children with autism.		x
Skills		
Excellent communication and interpersonal skills.	x	
Ability to work independently and manage a caseload.	x	
Strong organisational and time management skills.	x	
Ability to create and implement effective support plans.	x	
Proficiency in using electronic case management systems.		x
Ability to conduct risk assessments and follow safety protocols.		x
Working Conditions		
This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions: • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities.		

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- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.

Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Dimensions of the role

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: