



Position Description

TRANSITION COORDINATOR

Position title	Transition Coordinator
Reports to	Director of Students (Years 7 - 9) Director of Students (Years 10 -12)
Position of Leadership	Level 2
Time Release	9 periods per cycle

Role Description

The Transition Coordinator is committed to the College's mission and vision and is vital in supporting students as they enter the College, particularly during the transition from primary to secondary school. They hold a high-profile role, representing Assumption College to prospective families and students with warmth, professionalism, and clarity, and playing a key role in shaping positive first impressions and successful transitions.

Guided by our Catholic and Marist values, the Transition Coordinator leads with empathy and a deep commitment to student welfare, designing innovative, data-informed programs that foster readiness for learning and support inclusive, personalised pathways for our newest students. This role works closely with families, feeder schools, and internal teams to ensure a welcoming, supportive, and personalised transition experience for every student. They are responsible for leading the transition program, including Year 7 Camp, key events, and enrolment interviews, thereby receiving an increase in time release during peak periods.

The Transition Coordinator also supports the exiting of students who leave the College prior to the conclusion of their Year 12 studies. They work closely with the College Registrar to ensure alignment with processes, and clear communication with families and key staff.

The Transition Coordinator is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Responsibilities

The Transition Coordinator is responsible for:

- Provide comprehensive academic, social, and emotional support to new students, ensuring a smooth and positive transition into the College at all year levels.
- Build strong partnerships with families by maintaining clear communication, overseeing transition events, and fostering a welcoming and connected school community.
- Liaise with primary schools to gather student data and insights, enabling early identification of learning or wellbeing needs and supporting targeted interventions.
- Collaborate with teachers, the Wellbeing Team, and administrative staff to deliver cohesive transition programs that address emerging concerns and promote student wellbeing and engagement.
- Develop initiatives that encourage student participation in the curriculum and co-curricular life, strengthening school connectedness and supporting the Catholic and Marist identity of the College

Key Duties

- Chair the Transition Team meetings and oversee the transition program of the College and all related key events
- Oversee the transition and integration of new students across all year levels throughout the year, working in collaboration with relevant internal teams.
- Coordinate the collection and sharing of student information from primary schools.
- Design and lead transition events including Transition Day, Orientation Day, information sessions, Year 7 Camp, and family welcome events.
- Collaborate with pastoral, wellbeing, and learning support teams to prepare for individual student needs and where required, meet with families to develop personalised transition plans.
- Organise destination data surveys for exiting students.
- Collect and analyse feedback from students, parents, and staff on transition processes, using data to review and refine transition programs.
- Oversee the relevant diagnostic testing schedules for incoming Year 7 students.
- Monitor student adjustment during the initial months of secondary school, identify students needing extra support and liaise with relevant staff to address concerns.
- Support peer mentoring and student leadership roles in transition programs.
- Work with Learning and Wellbeing leaders to design and deliver learning programs that ease students into secondary expectations.
- Promote student involvement in co-curricular activities to build confidence and school connectedness.
- Identify trends in wellbeing and learning challenges among Year 7 students and collaborate on strategies to address them.

- Maintain strong communication with primary schools, including Catholic primary schools and parishes.
- Contribute to enrolment processes, school tours, and family engagement events.
- Serve as the key contact for new families throughout the transition process.
- Any other duties as directed by the Principal.

Membership

The Transition Coordinator is a **member of the following teams:**

- Transition Team
- Student Wellbeing Team

They work **in collaboration with:**

- School Improvement Team
- Personalised Learning Team
- Learning and Teaching Team
- Learning Mentors
- Pathways Team
- Marketing and Community Engagement Team