

# KS4 Transition and Progression Learning Facilitator

Term Time Only

## The BRIT School

An exciting opportunity has arisen for someone to take on the role of Learning Facilitator and KS4 Transition & Progression coordinator within our well-established AEN team.



The BRIT School is looking for a dynamic and innovative Learning Facilitator/Transition KS4 & Progression coordinator. This role requires someone who is highly motivated with excellent communication skills.

The successful applicant will be organised, friendly, flexible and calm under pressure.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of National Curriculum subjects. It is sponsored by the British Record Industry Trust and has a unique relationship with the performing arts industries.

The BRIT School runs a five term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

The BRIT School is committed to Equality, Diversity and Inclusion.

# KS4 Transition and Progression Facilitator

The BRIT School

Applicant Information Pack

**Closing date**  
9am 13th July 2026

**Interview date**  
W/c 20th 2026

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## A Message from the Principal



Creativity is crucial to the future of our economy and society. For 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 99% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, “You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.” This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in black ink that reads "Stuart Worden". The signature is written in a cursive, flowing style and is underlined.

**Stuart Worden**  
Principal

## Job Description

Job Title	KS4 Transition and Progression Learning Facilitator - TTO
Department	Additional Educational Needs
Grade	Band 4 Point 13 - £29,247.68 (£33,010 FTE)
Hours of Work	35 hours per week term time only
Contract Type	Permanent
Responsible to	SENCO
Job Overview	To work primarily with KS4 students, championing them to settle into KS4 from their previous setting and then on to KS5. To promote the progress of AEN students by facilitating equal opportunities to learn and develop through learning support.

## Key Responsibilities Learning Facilitator

- To work with students on the AEN client list to ensure they understand their activities, tasks or briefs.
- Work closely with subject teachers to support students in completing work in the classroom environment and using appropriate strategies to keep students on task and engaged in the work set, ultimately encouraging their independence.
- To monitor students' work in class and provide feedback to teachers and the SENCO on their achievement and progress.
- To maintain records, write notes or reports on progress for the SENCO, and to contribute to Passports for Learning and EHCP Annual Reviews.
- To assist students in the development of their Literacy, Numeracy and IT skills.
- To create or differentiate additional support materials, when appropriate, to the student's level of need.
- To plan, support and teach individual students or of small groups in the AEN department.
- To communicate with staff, parents and carers, and outside agencies providing feedback, under the guidance of the SENCO.
- To be aware of and conform to school policies and procedures, for example safeguarding, welfare, health and safety, data protection or pastoral care, and to inform appropriate staff of any concerns.
- To use relevant knowledge/skills to support students in a range of Arts Subjects with students aged 14 – 19 in a vocational context.

- Under guidance, to deliver a learning programme for Option Support students.
- To present appropriate student attainment data to the AEN team during AEN meetings.
- To participate in AEN inset training with departments.
- To work occasional evenings during open days and whole school events for which time off in lieu will be given.
- To undergo any training required in order to perform duties efficiently.
- To exercise a commitment to the School's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies.
- To undertake any other duties or one-off talks at the reasonable request of the Principal/SLT/Line Manager.
- To co-tutor a KS4 group, as members of the wider school pastoral team.

### **Key Responsibilities KS4 Transition Learning Facilitator**

- To promote the progress of KS4 AEN students by facilitating equal opportunities to learn and develop through learning support.
- To support AEN student transition and progression, this will include:
  - To meet KS4 teaching team and discuss issues affecting AEN students.
  - To look at appropriate interventions for KS4 AEN students and to support implementing them particularly outside of English and Maths.
  - To meet with tutors and subject staff to get feedback on progress of AEN students at KS4.
  - To track students through data and provide evidence of impact through AEN interventions.
  - To share data and progression with the AEN at team meetings, including KS4 non EHCP AEN students.
  - To specifically track and support the progress of AEN Pupil Premium students.
  - To work with the Pupil Premium Lead to ensure this crossover is well supported.
  - To support with the Admissions process by attending pre-meets, meetings with strands and being a lead in the transition ahead of their start in Y10.
  - To work with Careers team to ensure that current BRIT students have a secure plan for post-KS4.
  - To support leading the management of provision in the AEN Space for students who are disapplying, including registering, liaising with teachers and supporting with additional work.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	Willingness and capacity to undertake IT and other training to support the needs of students	Essential
	English and Maths at GCSE grade 4	Essential
Experience	Knowledge of SEND	Essential
	Proven ability in a learning support or similar role	Essential
	Proven ability or interest in Arts Education	Desirable
	Experience of delivering specific intervention programmes	Desirable
	Understanding of how to monitor and track the progress of pupils	Desirable
Knowledge & Skills and Qualities	Good ICT key skills	Essential
	Ability to analyse, interpret and collate information about students in order to write effective reports	Essential
	Good literacy, numeracy and organisational skills	Essential
	Ability to liaise and communicate effectively with students, parents/carers, colleagues and some outside agencies	Essential
	Resilience – the ability to remain calm and work well under pressure	Essential
	Excellent communication skills (including written, oral and presentation skills)	Essential
Personal Qualities	A commitment to safeguarding and promoting the welfare of children and young people	Essential
	Flexible and open to continuous change	Essential
	Committed to equality	Essential
	Ability to work effectively within a team	Essential

## Terms and Conditions

Start Date	1st September 2026
Contract Type	Permanent
Hours of Work	35 hours per week Term Time Only
Salary	Band 4 Point 13 - £29,247.68 (£33,010 FTE)  Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.  Appointments will normally be made to the first point of the grade. Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors visa applications.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six month probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

## Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets on a first come first serve basis for any BRIT School show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Employee Assistance Program (EAP)	The BRIT School offers an employee assistant program (EAP) which includes a free counselling service and financial advice.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	<b>Library</b> – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.
Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.

## About Us

The BRIT School is the UK's first and leading free performing and creative arts school for 1,450 young people aged 14 to 19. The School – an exempt charity based in Croydon – provides a unique education for over 1,450 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

It invests in the future of the UK's cultural wealth by nurturing young artistic talent from all backgrounds and teaching the skills needed by the rapidly growing creative industries.

BRIT stands for the British Record Industry Trust and funding from the BRIT Awards and BRIT Trust is invested in the professional facilities and equipment at the School.

The School opened in 1991 and over 14,000 students have been educated at The BRIT School including Adele, Amy Winehouse, Jessie J, Katie Melua, Leona Lewis, Tom Holland, RAYE, Olivia Dean, Loyle Carner, The Feeling, Rizzle Kicks, Cush Jumbo, Blake Harrison, The Kooks and Lola Young. In total, students from the School have been responsible for selling over 280+ million albums, 70+ billion streams of BRIT alumni songs between 2018-23 and winning 43 high profile awards including BRIT Awards, Grammys, BAFTAS, Oscars and Laurence Olivier Awards.

Year on year nearly 100% of students are in education, training or employment after graduating.

In November 2024 OFSTED rated the school 'Outstanding' in all five categories of measurement: Teaching and Learning, Behaviour and Attitudes, Personal Development, Leadership and Management and the Sixth Form provision.

**Our Mission** - To prepare young people for careers in the creative and performing arts.

**Our Values** - Original, Responsible, Ambitious, Inclusive, Kind

## Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

## Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



## How to Apply

If you're ready to make a difference and support the success of The BRIT School, we'd love to hear from you! To apply, please complete our [Application Form](#) available on our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

**Closing date**  
**9am, Tuesday 28th August 2023**

**Interview date**  
**Thursday 7th September 2023**

The interview will consist of 3 parts, a formal interview, role related task and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1436 14 – 19 year old students Britain's leading state-funded school for the performing arts.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)