

Referral, Admissions & Home Tuition Co-ordinator

SALARY RANGE: GRADE 5 (SCP 12-17)
Full time or Part time
Actual Full Time Salary (£24,708 - £26,803)

Foundry College is more than a school; it is a sanctuary for approximately 60 young people with complex Social, Emotional, and Mental Health (SEMH) needs. We are looking for a Referrals & Admissions and Home Tutor Co-ordinator who is ready to be the "face and voice" of our provision.

This is a multi-faceted role designed for someone who is as compassionate as they are organised. You will manage the vital gateway to our provision, ensuring that every young person's transition into our care—whether in-person or through our home tuition program—is seamless, supportive, and efficient.

The ideal candidates for Home Tuition Co-ordination will:

- Coordinate the scheduling and allocation of tutors for pupils receiving education at home.
- Act as the central link between home tutors, families, and the college's pastoral team to ensure no child falls through the gaps.
- Maintain accurate records of home tuition hours and engagement levels, ensuring Foundry College has a 360-degree view of the pupil's journey.

Core Admissions & Referrals:

- Lead the administration of pupil referrals, ensuring all documentation is meticulous from the first point of contact to the pupil's first day.
- Attend and minute admissions meetings, capturing key actions that directly impact a child's educational pathway.
- Provide a warm, non-judgmental, and professional welcome to families, external agencies, and visitors in a busy SEMH environment.
- Maintain and develop both electronic and manual records with an unwavering commitment to data protection and confidentiality.

In return, we can offer you:

- A bright, modern College with a creative approach to working with young people
- Excellent opportunities for professional development
- A friendly and supportive staff team, dedicated to improving pupil outcomes and life chances
- A Senior Leadership Team that encourages team working, innovation and the use of solution-based thinking
- For further information about the outreach worker role, please contact Louise Brookes on 0118 334 1510.

To apply, please visit our website [Support Staff Vacancies | Foundry College](#) where you will find the job description and application form. Completed Application Forms should be emailed to recruitment@foundry.wokingham.sch.uk.

Applications will be considered on receipt.

Foundry College is fully committed to safeguarding and promoting the welfare of children and young people.

This position requires an enhanced DBS disclosure

CVs will not be accepted