

Job Description	
Job Title:	Student Selection, Transition and Engagement Officer
Responsible to:	Attendance and Data Lead
Hours:	Full Time – 0845 to 1645 – 37.5 hrs per week (Term time Only will be considered)
Pay Scale:	£24,375 - £27,000 (Annually Actual)

Profile:

About Us

Bridge Training Ltd is a small, independent training provider based in Gloucester City Centre. We are dedicated to delivering high-quality education and support in collaboration with students, parents, and carers, fostering a culture of dignity, inclusivity, respect, and ambition.

The Role

We are seeking an inspirational to Student Transition and Engagement Officer to join our passionate team at Bridge Training. This is a vital role for someone who can mentor staff, model professional excellence, and drive inclusive, student-centred support across our organisation.

Key Responsibilities:

As Student Transition and Engagement Officer, you will be the first point of contact for new learners, supporting them from their initial referral through to full integration into their chosen learning pathway. You will ensure learners feel safe, welcomed, and ready to engage by delivering high-quality, tailored support that fosters trust, routine and purpose. Key elements of the role include:

- Initial transition planning – meeting with new students, families, and referring agencies.
- Induction and settling-in support, including on-site orientation and relationship building.
- Working closely with teacher, SENCO and SEND/SEMH team to identify individual needs.
- Coordinating phased starts
- Monitoring engagement data and following up with students at risk of disengagement.
- Helping shape and deliver group activities and workshops to boost confidence, resilience and belonging.

You will also champion Bridge’s ethos of holistic and person-centred learning.

This role is perfect for an energetic, organised, and friendly person who is passionate about helping students succeed in their education.

Bridge Training is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Please note

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

This post is considered as Regulated Work with vulnerable children and/or protected adults; therefore, Bridge Training follow a Safer Recruitment Policy and process, and the post will require an enhanced DBS, ***you will be required to sign up to the DBS update service (fee reimbursed)***.

We do not accept CVs, by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

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Responsibilities

- Responsible for managing the 'end to end' process of student recruitment from initial enquiry, induction and 2 weeks transition period and monitor ESFA & schools contract delivery with regards to the recruitment of students and value
- Providing Information, Advice & Guidance to all students about all the available courses.
- Help ensure a smooth transition from prospective to current students through the delivery of effective communications aligned to the student journey and the key needs
- Work with a variety of external and internal staff to ensure the effective communication with regards to the enrolment and induction process.
- Within the students first few weeks at Bridge Training, working with the Teaching Partners and the Head of Student Services to identify those who would benefit from classroom and/or pastoral support
- Manage and maintaining the student enquiries and capacity sheets
- To facilitate and lead on the effective implementation and monitoring of engagement of the groups Student Voice and Parent voice strategy and conduct market research and analysis of student satisfaction for course development
- Collecting and managing feedback and implementing a rapid response system to report findings
- Build and maintain relationships with external agencies and partners involved in the admission processes eg Transition panels

- Leading student focus groups and recruiting students to work in partnership on initiatives for enhancing the 'student experience'

General

- Promote a safe, respectful, and inclusive working environment for students and staff, in line with Health & Safety regulations, the Code of Conduct, Safeguarding protocols, Data Protection (GDPR), and the Equality Policy. Ensure high standards of housekeeping are maintained throughout the provision.
- Actively participate in Bridge Training events, including parents' evenings, open days and careers events, to support learner engagement and progression.
- Demonstrate a commitment to continuous professional development by actively engaging in lifelong learning and seeking opportunities to enhance personal effectiveness and subject knowledge.
- Undertake any other reasonable duties as required, both at the primary place of work and across other Bridge Training locations. Over time, the responsibilities of this role may evolve; any changes will be made in consultation with the post holder and reflected in a revised job description. The company's appraisal process will serve as the formal mechanism for reviewing and updating this document.

The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

BENEFITS AND REWARDS

- Staff laptop
- Training and professional qualifications opportunities
- Small classes with specialist support
- Matched contribution pension scheme (Peoples Pension)
- Free on-site parking is available where space permits: however, the car park is primarily accessible at weekends
- 35 days holiday (+ bank holidays) per annum, with extra days given at Christmas.
- Free monthly car washing service
- Christmas and Easter closure period
- Team building events & paid Christmas Lunch
- Free and confidential advice, information, and counselling service
- Family friendly policies including compassionate leave, doctors and dental appointments.

PERSON SPECIFICATION

Essential

You will be passionate about working with young people and believe in second chances. You'll bring a calm, flexible and proactive approach, and know how to connect with learners who may have struggled in traditional settings.

- Experience working with young people aged 14–25, ideally those who are NEET or vulnerable.
- Strong interpersonal and communication skills.
- Ability to build rapport and motivate disengaged learners.
- Good organisation and the ability to manage multiple caseloads.
- A team player who can work flexibly and independently
- Experience coordinating or supporting transition pathways

Desirable

- Experience in post-16 or alternative provision.
- Background in youth work, mentoring, pastoral support or careers guidance.
- Knowledge of safeguarding, SEND, and support planning.