

**Placement Officer – Health & Social Care & Childcare/Early Years**

**Job Description**

## Main Purpose of Job

To monitor student placements for Child Care and Health and Social care students by supporting Lecturers and Students within the curriculum

**Support for Students**

* To support lecturers and students in providing a relevant, dynamic and quality curriculum to meet individual needs.
* To organise and monitor student’s progress in work placements
* To actively contribute to and support promotional events, exhibitions, performances and other cross-college events
* To supervise and register students as required.
* To develop and maintain links with relevant industries and partner organisations to ensure appropriate placements for students.
* To work collaboratively in supporting the individual needs of students.
* To ensure the completion of and storage of all required paperwork related to the placements
* To support the examination and assessment process within the directorate.

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development

**Additional Duties**

* To meet the individual needs of all students
* To promote and safeguard the welfare of young people and vulnerable adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



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**Qualifications**

* Relevant qualification to minimum of Level 3
* Level 2 qualification in Literacy and Numeracy
* Evidence of continuing professional development

**Knowledge/Experience**

* Experience of effective team working and promoting effective relationships between staff, students and the community
* Experience of dealing with students and young people
* Experience of actively supporting teaching and learning
* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues
* Experience of working in a college environment would be an advantage

**Skills/Attributes**

* Display initiative, be positive and friendly
* Strong persuasion skills
* Effective communicator
* Student focused approach
* Flexible approach
* Logical approach to problem solving
* Ability to work under pressure
* Competent user of the full range of Microsoft Office Applications

**Additional Requirements**

* Willingness to work flexible hours
* Participation may be required outside normal working hours including evenings and weekends

**Post Information**

* Reports to Head of Health & Social Care & Childcare/early Years
* This post is for 14.8 hours per week
* Salary £17,256 - £20,163 pro rata