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### Role Description

##### Business Area

##### Quality

##### Job Title

Placement & Employability Coach

##### Salary Scale

Grade 3, £14,753.41 - £15,939.27 per annum

*(Salary prorated from the full time scale points)*

##### Location

Hopwood Hall College

##### Accountable to

##### Careers Leader

##### Hours of Duty

36 hours per week.

TTO (40 weeks worked / 45.08 payable per annum)

It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

Supporting the college’s Careers Leader and Work Experience Development Officers to administer, monitor, and implement the college’s careers and employability programmes and work placement strategy. Acting as the first point of contact for students regarding work placement queries and to maintain regular contact with students during placement activity to ensure successful completion of the placement. Providing placement support within curriculum. Ensuring that strong links are maintained between the, Careers Leader, Work Experience Development Team and Curriculum areas.

### Purpose of the post

* Undertake college liaison activity with students for the purpose of encouraging appropriate work placement and self-placement opportunities, developing the necessary skills and confidence needed to succeed
* Work closely with the Careers Leader and Work Experience Development Officers to identify students who require a placement and work with them to implement a programme for students to seek work experience placements
* Support students in understanding the variety of careers and employability opportunities available to them and how the work placement benefits the student’s aspirations.
* Provide administrative support under the direction of the Work Experience Development Officers to ensure that work experience/ employer placements are vetted for health and safety in line with the Work Experience Policy
* Monitor administrative processes to ensure that appropriate staff, including the Placement and Employability Coach, are effectively recording placement activity using the appropriate systems, including the Connect database.
* Strive to achieve consistently outstanding provision.

### Duties

* To act as first point of contact for any student queries regarding work experience and placements
* To work under the direction of the Careers Leader with guidance from the Work Experience Development Officers (WEDOs) to ensure a consistent, planned, high quality approach to work placement activity is achieved and maintained across the college
* Promote and foster a collaborative approach to work placement activity between Curriculum, Student Support Tutors, and the WEDOs
* Work alongside the WEDOs and Curriculum staff to ensure that all learners are provided with pre-placement, placement, and post-placement support as required to ensure that learners, employers and the college benefit from a high quality service
* Monitor activities related to work placements delivered through the tutorial programme and provide feedback to the WEDOs to ensure learner entitlement to pre-placement preparation is consistently achieved across the college
* To check the details of the proposed placements and feedback any discrepancies to students and tutors to ensure these are resolved prior to placement
* To carry out low level risk assessments with employers primarily by phone / email and refer medium / high level risk assessments to the WEDOs
* Work with tutors to ensure learning materials are utilised effectively within the tutorial programme and that appropriate systems, e.g. the Connect database / app, are fully utilised to capture work experience details
* Promote the use of Connect and other agreed systems with appropriate stakeholders to prepare for, log and reflect on work placement activity, guiding users through the process as required
* Work in an engaging way to encourage staff and learners to engage positively with the work experience process
* Support the Careers Leader in driving forward the number of learners attending the Destinations Lounge at each campus, implementing relevant interactive activities for students to enjoy
* Support the quality assurance process under the direction of the Careers Leader and WEDOs as required
* Ensure all communication with employers is followed up in a timely fashion and recorded according to the guidelines set out in the college’s work experience policy
* Support the WEDOs in ensuring the college continues to meet audit requirements including the accurate recording of all learners’ placement hours
* Support with undertaking a full range of promotional activities including careers fairs and other relevant activities
* Provide administrative support within the Work Experience and Careers functions
* To work flexibly to support the college’s work experience and careers strategies as required
* To adhere to all college policies and procedures including GDPR.

### All staff are responsible for:

* **Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults.
* **Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work.
* **Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements.
* **Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme.

### Revisions and updates

### This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

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| **Post:** | Placement and Employability Coach | **Department:** | Quality |

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| **Qualifications:** | **Essential/Desirable** |
| Qualified to level three in a relevant subject.  | **D** |
| IOSH Health and Safety | **D** |
| Business Administration Level 3 (or willing to work towards) | **E** |
| Maths Level 2 | **E** |
| English Level 2 | **E** |
| **Experience:** |  |
| Substantial experience in working with young people.  | **E** |
| Ability to apply processes with diverse staff teams.  | **E** |
| Experience in the education and training sector.  | **E** |
| Proven experience in contributing to the successful achievement of KPIs through providing an efficient administrative support function | **D** |
| Experience in business development and working with stakeholders.  | **D** |
| Experience of working in a changing business environment requiring a flexible and responsive approach. | **E** |
|  Experienced in implementing and administrating systems.  | **E** |
| **Skills/Knowledge:** |  |
| Ability to plan, organise and problem solve. | **E** |
| Excellent English writing skills with a close eye for detail and accuracy of spelling, grammar and correct use of language. | **E** |
| Outstanding time management and organisational skills.  | **E** |
| Ability to work under pressure and meet deadlines. | **E** |
| Knowledge of education policy, careers, and work placement objectives | **D** |
| Outstanding teamwork and collaborative skills. | **E** |
| Outstanding customer service skills, the ability to engage with people at varying levels of responsibility and adopt appropriate communication strategies. | **E** |
| Reflective and keen to continuously develop skills, ability and knowledge in relation to the job role. | **E** |
| Proficient in the use of Microsoft Office packages, in particular Word, Excel and CRM databases  | **E** |
| **Other Requirements:** |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace. | **E** |
| Have a valid full driving license and vehicle with business insurance. | **E** |
| Willingness to undertake travel in line with the needs of the role. | **E** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices. | **E** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Desirable**  |
| 1.2 Leading and supervising  | **Desirable**  |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Essential** |
| 3.3 Presenting and communicating  | **Essential** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Desirable**  |
| 5.2 Creating and innovating  | **Desirable** |
| 5.3 Formulating strategies and concepts | **Desirable** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Essential** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Less Relevant** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.