

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Placement Officer (Work Coach)

Job Ref No: REQ000077

Contract type: Permanent

Hours per week: Full Time – 36½ hours per week

Term Time: No

T&Cs: APT&C

Scale: Band D

Salary: £20,400 to £22,300 per annum

Location: South & City College Birmingham*

*Post-holders can be required to work at any College Centre

Responsible to: Deputy Faculty Head

Aims of Job/Job Purpose

- To provide high quality and personalised employability skills support for learners in the Digital, Professional & Higher Education Faculty.
- To secure work experience and work placements for learners on the Study Programmes and maintain appropriate records for reporting outcomes.
- Provide mentoring, coaching and support to learners during their work experience/placement and advice and guidance to enable learners to seek and access employment experiences to enhance their work readiness.
- Network and liaise with employers and the College's In-Business group to provide a range of suitable employer engagement activities for learners on the Study Programmes and in line with qualification requirements including work experience, masterclasses, visiting speakers and conferences

Key Accountabilities and Responsibilities

1. Develop learners' skills and knowledge of themselves, expectations, needs and areas for development in relation to the world of work.
2. Assist teaching staff in planning learners' employability skills development and recording actions and progress on an individual learning plan.
3. Assist learners to aspire to paid employment and advise learners of the financial and social benefits or work related activities.
4. Provide advice and guidance to learners on suitable work experience/placements and employment opportunities.

5. Provide mentoring, coaching, support and guidance to students on work experience placement/including behavioural, employability and personal support.
6. Maintain positive relationships with employers to establish successful work placement opportunities.
7. Maintain college recording systems for student work experience/ placements and proactively identify learners without work experience/placements in a timely manner.
8. Monitor students' progress, help learners record, and evidence their skills development.
9. Provide appropriate and effective feedback on progress to students, tutors and employers/placement providers.
10. Liaise closely with tutors/curriculum managers to identify specific course requirements in relation to work experience/placements being sought.
11. Carryout health and safety checks at the employer's premises and risk assessment as appropriate.
12. Deliver employability skills workshop sessions to learners including support with CV writing, job search and interview skills.

Other Duties and Responsibilities

- a) Comply with internal and external quality standards that contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Minimum Level 3 Qualification	✓		Application Form/ Interview/ Qualification Certs
Experience of the curriculum / area	✓		Application Form/ Interview
Experience of placement work in relevant field	✓		Application Form/ Interview
A full, clean driving license		✓	Application Form
Experience of working within a team	✓		Application Form/Interview
Demonstrable communication skills	✓		Application Form/Interview
Demonstrable administrative and organisational skills	✓		Application Form/Interview/ Test
Excellent IT skills to include Microsoft Office packages and Management Information Systems	✓		Application Form/Interview/ Test
Demonstrable numeracy and literacy skills	✓		Application Form/Interview/ Test
Demonstrable record of working flexibly and using own initiative	✓		Application Form/Interview
Experience of working to pressure and tight deadlines	✓		Application Form/Interview
Demonstrable record of achievement against objectives and targets	✓		Application Form/Interview