JOB DESCRIPTION

Post:	Work Placement Officer
Responsible to:	Programme Team Leader - PPD
Salary:	£20,477 Pro rata, Fixed point 21 Full Time, Term Time Only (38 weeks)
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	To co-ordinate, generate and supervise work placement provision for programme area qualifications requiring work placements.
Specific Duties:	Where necessary visit and vet work placements to ensure they conform to health and safety requirements, necessary insurance policies are in place and to carry out Risk Assessments when required. To include effective use of databases and update where necessary. To contribute to the learning and tutorial programme where necessary. To monitor students' attendance and progress at work placement on a regular basis, maintaining accurate records for College and staff requirements. This should include visits to employers and students at their workplace. To assess students' practical skills on placement. To co-ordinate the assessment of work placement performance for all students and make appropriate reports on progress. To maintain accurate records of progress and plan assessment strategies. To promote courses related to the specified programme area and run by Truro & Penwith College to local employers.

Investors in Diversity
disability confident EMPLOYER

To liaise with the appropriate Business Development Advisers and other college staff as required to co-ordinate approaches to employers.

To work across all College sites when required.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

WORK PLACEMENT OFFICER

Ideally, the person appointed will have the following skills and experience:

- Excellent inter-personal skills in dealing with employers, students and staff.
- Teaching or experience which involves working with post 16 students and stakeholders.
- A good understanding of the needs of students within the relevant sector.
- Good organisation and effective communication skills.
- Computer literate with experience in the use of spreadsheets and word processing (European Computer Driving Licence or equivalent).
- Proven track record of team working.
- A willingness and flexibility to learn and then operate new procedures effectively.
- Experience of working with confidential information and the ability to work with discretion and follow guidance under GDPR.
- Flexibility to work across a broad range of College programme areas.
- A driving licence and access to own transport for travelling to employer locations.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.