

## **Assessment and Placements Officer**

### **Job Description**

#### **General Purpose of Job**

To ensure all Local Authority consultations to the college are actioned in accordance with procedures and in a timely manner to enable statutory deadlines to be met.

To ensure a smooth and efficient assessment process for all consultations and applications for all college centres.

To ensure the young person's needs and support is identified, together with confirmation of placement to be considered and core funding.

To ensure a consistent and fair approach is maintained throughout the process for all stakeholders in line with the OHC admissions policy and procedures.

The assessment and placement Officer will actively embrace the College's core principles to ensure an inclusive and positive environment for our students with learning difficulties and disabilities.

#### **Functional links:**

The Assessment and Placements Officer will liaise with College staff, students, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the College.

#### **Reporting Relationship:**

The Assessment and Placement Officer will be expected to work under the direction of the Student Placement Manager and Senior Leadership Team.

#### **Duties and responsibilities**

1. To liaise, with educational providers medical, therapy staff, schools, parents/carers and stakeholders, as appropriate to ensure level of support is recorded for a decision to be confirm that needs can be met.
2. To assist in the design and implementation of individual student bespoke programs offered by OHC.
3. To assist in providing feedback, initiate own ideas, comments and provide statistical data and reports.
4. Review EHCP and additional paperwork for applicants/consultations and produce full and detailed rationale reports to support needs and confirm funding core.

5. Contribute to the evaluation and monitoring process for student assessment process and transition programme.
6. To carry out assessments for applicants/consultations, identifying support needs across and at all the OHC sites, schools and applicants/consults home when required.
7. Ensure during all assessments the appropriate use of the assessment tools are carried out in a timely way for students applying to Orchard Hill College.
8. Meet responses to statutory consultations deadlines.
9. Ensuring an effective assessment leads to appropriate core funding for applications/consultations made to Local Authorities.
10. Assist with enquiries from parents/carers, outside agencies and stakeholders regarding the OHC offer, programmes and admission/assessment process.
11. To make regular use of training, development and self-assessment processes to improve the quality of work and own skills set.
12. To support the training of other staff to improve their knowledge and understanding of the admission/assessment process when required.
13. Assist the Head of College/Student Placement Manager in reaching annual learner target numbers set by OHC and in accordance with deadlines.
14. Working with HOLCs/SLT to ensure students are placed on an appropriate programme of study at College.
15. The post will include attendance at external events and some evening/Saturday commitments.
16. To demonstrate a commitment to the safeguarding of children and vulnerable adults.
17. Carry out all duties in accordance with all College policies and principles, including the Equality and Diversity policy and the Health and Safety policy.
18. Undertaking other duties of a similar nature from time to time as directed by the Student placement manager.
19. To fully understand all programmes offered by OHC, in order to confirm decisions for provision/meeting needs for applicant/consultation.
20. Assist teams to provide robust transition to support learner's introduction to the college.
21. Attend and represent curriculum at panel venue decision meetings.
22. Undertaking such other duties of a similar nature as required by the Head of College and Student Placement Manager.

## Assessment and Placement Officer

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

*If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.*

<b>Qualifications / Experience</b>	<b>Priority</b>
Experience of working within a team	1
Experienced and high level of written communication, creating accurate and details reports	1
Experience of using Microsoft Windows applications / Other information systems	1
Experience and clear understanding of working with EHCPs	1
Experience of working in a College environment	1
 <b>Ability, skills and knowledge</b>	
Able to take accurate, clear and concise minutes of meetings.	1
Able to communicate appropriately and effectively with students / parents and carers, who have significant communication difficulties, using the complete range of media, spoken, sign, written, gestural and intuitive.	1
Able to communicate appropriately and effectively with colleagues, suppliers and other external agencies.	1
Able to demonstrate high level skills in customer service, and a sensitive approach in dealing with a wide variety of people.	1
Able to effectively plan own workload to ensure internal and external (statutory) deadlines are met.	1
Knowledge of Microsoft applications and other data bases to produce a variety of letters, documents etc	2
Able to work within a team and independently	1
Able to prioritise and organise own workload	1

Able to demonstrate high levels of accuracy and attention to detail	1
Have successful experience of working with learners with Learning difficulties and disabilities in an education setting.	1
Able to work on own initiative, sometimes working under pressure and to tight timescales	1
Able to show clear written skills appropriate to recording, reporting and understanding learner achievements and outcomes in a specific measureable format.	1
Able to adhere to the College's Equality and Diversity, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies	1