

JOB DESCRIPTION

TITLE: Work Experience Coordinator

GRADE: Scale 5

RESPONSIBLE TO: Group Curriculum Director

PURPOSE OF JOB:

- To work effectively across the college to implement the college's work experience and Industry Placement programmes to support the college's strategic objectives.
- To work collaboratively with curriculum teams and key external partners to deliver realistic and appropriate work experience, Industry placements and employability opportunities for college students.
- To ensure the required checks, risk assessments and permissions are completed and in place for students undertaking work experience and Industry Placements. Support and work with Management Information Systems to ensure all relevant information is recorded and updated accurately.
- Support learners to complete statutory paperwork as appropriate.
- To monitor learners on placement and complete reports as required.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 Work with curriculum teams to include Industry Placement and work experience as part of the learner induction programme.
- 3.2 Support the development of employability programmes, speakers, site visits, live briefs and enterprise initiatives to support employer engagement in given curriculum area.
- 3.3 Source, build and maintain relationships with local, regional and national businesses and other relevant organisations to develop opportunities for employer engagement and Industry Placement and work experience opportunities for students on 16-18 study programmes.
- 3.4 Liaise with Senior Curriculum Managers to identify appropriate placement, project or activity for each learner in given curriculum area as per college policy.
- 3.5 Liaise with Senior Curriculum Managers to identify and place learners on appropriate placements in given curriculum area as per college policy.
- 3.6 Liaise regularly with curriculum teams, matching students to opportunities.

- 3.7 Ensure all administrative processes are completed accurately to record employability, Industry placement/work experience activity, and health and safety on appropriate college systems, to meet audit and safeguarding requirements.
- 3.8 Monitor student attendance and progress whilst on industry placement/work experience. Liaise regularly with employers, attending placement location as appropriate, to ensure placements run smoothly and provide feedback/report to GCD.
- 3.9 Collect and collate feedback from employers from activity undertaken and report to GCD.
- 3.10 Participate in regular curriculum meetings to update GCD on activity - activity completed, in progress, planned and any issues with non-attendance.
- 3.11 Prepare reports for GCD and Work Experience and Industry Placement Manager to show current activity, any non-compliance and plans to ensure all students in given caseload have appropriate employer engagement activity as part of their study programme.
- 3.12 Visit potential industry placement/work experience sites to complete health and safety checks, obtain appropriate documentation and issue safeguarding information. Ensure all checks have been completed and recorded prior to students undertaking placement.
- 3.13 Maintain and update the college's employer database ensuring all organisation information is entered accurately and updated regularly. Log correspondence with employers.
- 3.14 Develop and maintain a positive image of the College with both internal and external business relationships.
- 3.15 Work with Industry Placement and Work Experience Manager to ensure all activity undertaken meets college and audit compliance requirements and is recorded accurately in college systems.
- 3.16 Work with Industry Placement and Work Experience Manager to promote, support and attend cross college employer engagement events/activities.
- 3.17 Work with Industry Placement and Work Experience Manager to compile reports for SMT on activity completed, in progress and planned for given caseload.

4. Person Specification:

- 4.1 Successful experience of delivering work experience opportunities for young people
- 4.2 GCSE English & Maths (or equivalent)
- 4.3 Knowledge and understanding of current government policy regarding T levels and industry placements
- 4.4 Experience of employer engagement activity
- 4.5 Excellent oral and written communication, negotiation and presentation skills
- 4.6 Good levels of personal IT use and a willingness to enhance these skills
- 4.7 An understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.