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|   |  **School**  |  |
| **Job No.**  | **Post Title**  | **Grade**  | **Date**  |
| J1571  | **Work Experience Co-ordinator**  | NJC point 3 - 4 | Sept 2021.  |

# Statement of Purpose

To work with the head of year to manage and organise the work experience arrangements for all students.

# Support to Pupils

* Ensure all Health and Safety checks have been completed for all workplaces.
* Liaise with students and parents when work experience placement has been identified.
* Assist with the organisation and planning of, and lead an information evening for parents.
* Ensure arrangements are in place for all students to receive a visit from a member of staff during their placement.
* To provide support to students and/or placement providers to resolve any problems that arise during a placement.
* To develop an effective working relationships with external partners.
* To actively seek new work placements.

# Administrative Support

* Assist with the production and revision of supporting documentation for employers, students and parents.
* Assist with the preparation work and follow-up work that students are required to undertake before and after their placement.
* Manage the work experience data base of employers and students.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification**

**Work Experience Co-ordinator**

**Level 2**

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| **Essential Criteria**  | **Measured By**  |
|  **Experience** * Experience of developing effective relationships with external partners.
* General clerical/administrative work.

  |    AF  |
|  **Qualifications/Training** * NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline.
* Good numeracy and literacy skills.

  |    AF  |
|  **Knowledge/Skills** * Ability to relate well to children and adults.
* Ability to work constructively as part of a team and build effective relationships with external agencies.
* Effective use of ICT packages.
* Knowledge of relevant policies/code of practices.
* Good organising, planning and prioritising skills.
* Good interpersonal skills.
* Good influencing skills.
* Problem-solving skills.

  |    AF/I  |
| **Behavioural Attributes** * Customer focused.
* Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
* Open, honest and an active listener.
* Takes responsibility and accountability.
* Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
* Is committed to the provision and improvement of quality service provision.
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive.
* Communicates effectively.
* Has the ability to learn from experiences and challenges.
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

  |          AF/I  |

AF - Application form I - Interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***