

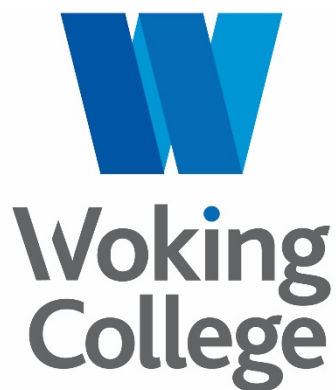


Work Experience Coordinator

30 hours per week

Term-time only (39 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of 1400 students serving the Borough of Woking, but drawing students from over 60 different schools. Our very successful strategic focus has, for many years, been to facilitate the very best quality of teaching and learning for our students. We are inclusive and non-selective and we are fully committed to continuing this successful strategy which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to thrive. The College has benefited hugely from an impressive transformation of its estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, of which I am the Chair, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances of our students.

We very much look forward to receiving your application.

Brett Freeman
Principal



The Role

The College requires a Work Experience Coordinator to organise the work experience process, ensuring it is built into all vocational programmes. Working in a friendly department, the role will also include assisting in organising careers events and collating a range of data, including College destination data.

This is a vital role which requires exceptional organisation skills, attention to detail and methodical working. You should be able to demonstrate experience in a role which has required close attention to detail, the ability to work to the highest level of administrative detail and to communicate effectively with other professionals.

We are looking for an exceptional candidate. We expect high performance from all our staff, and candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Hours: 30 hours per week, Term-time only (39 weeks per year).

Salary: FTE is £20,458 plus £1,004 fringe allowance per annum
Actual salary £14,946.74 per annum (incl. of fringe allowance) for 30 hours per week, term-time only (39 weeks per year)

Start date: As soon as possible – January/February 2019

The Department

The Careers Department is a highly successful and dynamic area at the heart of the College. The department provides individual advice and guidance to students on careers and progression opportunities, as well as assistance with university applications and work experience. The department hosts a range of specific events throughout the year. These include a one-day annual conference for all Year 12 students covering all aspects of progression on from College (including university, apprenticeships, employment, school leaver schemes and gap years), an annual “Alternatives to University” event, and a Higher Education Information Evening for parents. The department also organises talks, for example a series on employability skills, as well as coordinating with individual academic departments to arrange subject specific talks, events, and visits.

The College places a high value on the work of the Careers Department which is involved in all areas of the life of the College. The department prides itself on excellent relationships with staff and students alike, as well as developing and maintaining links with local and regional employers. It has an outstanding local reputation for the quality of its advice and the events it puts on.



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

- We are an open access, caring and inclusive community
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere
- On-site parking
- College gym available for staff use, yoga classes, staff football
- Staff association: regular social events
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities

Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk or contact Kirsty on 01483 227438 (direct) or via the College Reception on 01483 761036.

Closing date, Work Experience Coordinator: 9am, Monday 21 January 2019

Interviews for Work Experience Coordinator: to be held on Friday 25 January 2019

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints. The interview process will comprise of the following:

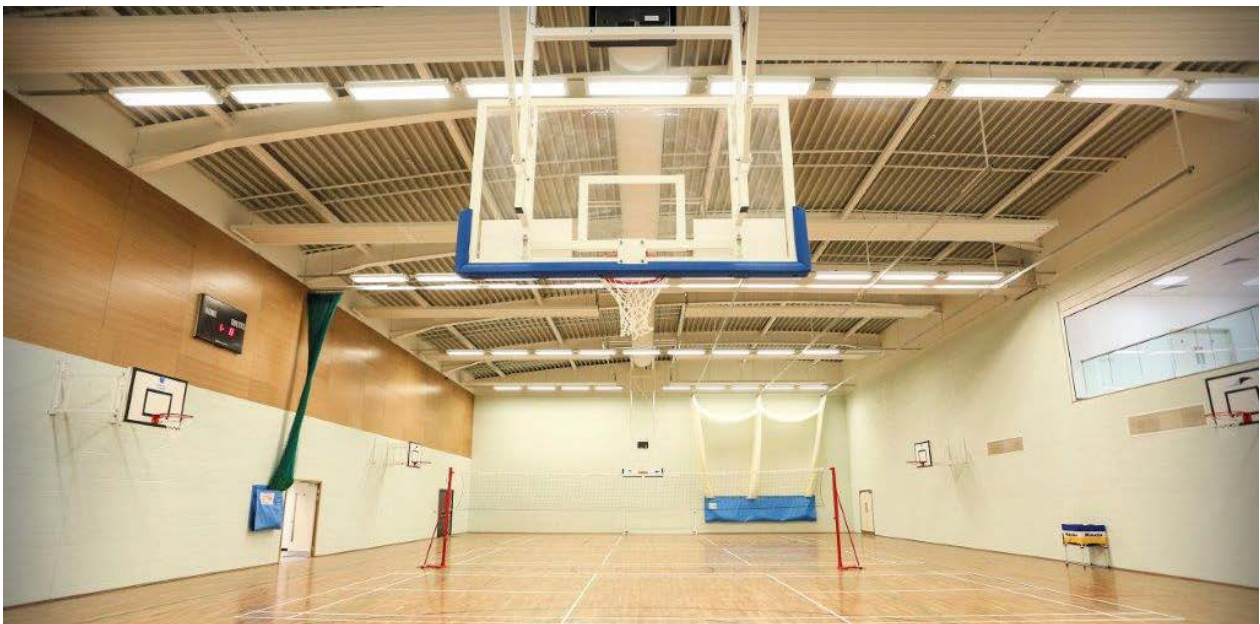
- a guided tour of the College
- Informal meet with department members
- Interview with the Principal and senior staff
- Task

The College encourages all candidates to be familiar with Section 1 of the DfE paper on “Keeping Children Safe in Education” September 2018 and the College's Safeguarding and Child Protection Policy. Both documents can be accessed using the following links:

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737606/Keeping_children_safe_in_education_part_1_Sept_2018.pdf
- <http://www.woking.ac.uk/about/policies/>

In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants, which can be found on the Staff Vacancies page of the College's website or via the following link:

- <https://www.woking.ac.uk/about/staff-vacancies/>



Job Description

Post Title: Work Experience Coordinator

Responsible to: Assistant Principal (Support for Learning)

Job Purpose: to coordinate work experience and assist the careers advice and guidance service throughout the College

Job Responsibilities

1. To meet regularly with the Assistant Principal (Support for Learning) to identify work priorities and provide an update on progress as necessary.
2. To maintain a process to ensure relevant work experience is built into all vocational programmes of study and to oversee its' implementation. To further extend this provision by assisting in the organisation of appropriate work experience for all students who require it.
3. To assist in the preparation and oversight of all progression events and standards including Careers Days, Alternatives to HE Evening, HE Conference, HE Evening and any other relevant progression activity.
4. In conjunction with the Student Progression Coordinator, to provide careers advice and guidance to students.
5. To collate and distribute whole college destination data.
6. To collate and analyse Careers Department Data, including Careers Profiles, Careers Appointments and Careers Department Exit data
7. To work in conjunction with Heads of Department in undertaking visits to universities and employers
8. To work with counterparts in S7 and other related agencies and to develop industrial links with appropriate local businesses.
9. To engage in evaluating, revising and action planning the development of the Careers Department within the Self-Assessment Review procedure.
10. To attend relevant meetings and work productively with Senior Managers and Heads of Department
11. To act at all times in accordance with the College's Health & Safety, Equality & Diversity and Safeguarding Policies.
12. To take part in the training programmes provided by the College and agree the process of Professional Review.
13. To undertake any other particular duties, which may be reasonably assigned to you by the Principal, from time to time.

Person Specification

Post Title: Work Experience Coordinator

Responsible to: to be confirmed

Job Purpose: to coordinate work experience and assist the careers advice and guidance service throughout the College

Job Responsibilities

The person appointed will be expected to have:

1. An understanding and support for the ethos of the College.
2. An enthusiasm for working with 16 – 19 year olds.
3. Ability to work on own initiative, manage own time and meet deadlines.
4. Excellent interpersonal and communication skills at all levels.
5. Excellent attention to detail and ability to work accurately and manage a range of priorities.
6. Excellent organisational and planning skills.
7. A good knowledge of careers, university education and other progression opportunities, and a desire to build this further.
8. Good IT skills, especially in the use of spreadsheet applications and mail merge and to be literate and numerate to produce word processed materials.
9. An awareness of the need for personal development, both as a member of a team and as an individual.
10. A commitment to the College's Health & Safety, Safeguarding and Equality and Diversity policies.