

**JOB DESCRIPTION**

Job Title: Work Experience Officer

Reporting to: Transition and Progression Manager

Scale: 35 hours a week, Term Time only

Plus 2 additional weeks

Support staff scale 22, pro rata

Job summary: Lead and co-ordinate all activities related to work experience and work related learning support

**General responsibilities**

1. **To be accountable for compliance with regards to placing students on work experience**
2. **Building effective working relationships with local and regional employers, linking with appropriate staff within the company developing a strong network of work placement opportunities.**
3. **Liaising with Heads of Departments and their teaching teams to ascertain the work placement/experience schedule over the academic year.**
4. **Managing all administration of work placements/experience between students and employers.**
5. **Support the work of the Transition and Progression Manager in ensuring high standards and professionalism in all external and internal activities.**

**Key Tasks**

1. Lead and co-ordinate all activities for work related learning support and administration.
2. Building effective working relationships with local and regional employers, linking with appropriate staff within the company /developing a strong network of work placement opportunities.
3. Produce, develop and action a programme of employer visits to build on opportunities for students to gain work experience and other work related activities.
4. Acting as the main point of contact for students, parents, employers and staff - in relation to queries, referrals and advice.
5. Liaising with Heads of Departments and their teaching teams to ascertain the work placement/experience schedule over the academic year for appropriate courses
6. Managing all administration of work placements/experience between students and employers, liaising with course tutors and maintaining effective and accurate records.
7. Producing timely data reports for use by curriculum staff, senior management and governors.
8. Ensure that work placements comply with current Health and Safety requirements, including managing the vetting of placements.
9. To provide labour market intelligence to support course placements and curriculum offer.
10. Meeting with students to explore their work experience requirements/interests, referring to curriculum staff where necessary.
11. Liaising with students regarding expectations of employers during work placements.
12. Managing the student and employer work placement satisfaction surveys, reporting back to the Transition & Progression Manager.
13. To deal with telephone enquiries, distribution of mail, correspondence and liaison between internal and external parties as appropriate.
14. At the direction of the Transition & Progression Manager, to assist with cross college events and activities (e.g. Open Evenings, Parents evenings, Careers events, Taster days etc.).
15. To play an active part in enrolment and pre-enrolment as required, including data entry.

**Other duties**

1. To comply at all times with Equal Opportunities, safeguarding and Health and Safety procedures applicable to the College and activities carried out.
2. To abide by and comply with all quality procedures that are undertaken by the college, as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of concern.
3. Any other duties as deemed appropriate by the Head of College