



Job Description:

0.4 Work Placement Officer – Health and Social Care



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REF: BSS056-649

The role:

The post holder will be required to facilitate and support work placements for our prestigious 'ACORN' & T-Level students on our Extended Diploma in Health and Social Care/T-Level in Health. The post holder will be responsible for work placement visits, workplace appraisals and monitoring of work place progress. This will require the post holder to work collaboratively with the NHS, curriculum leader, course team and other cross college teams.

Responsible to:

The postholder is responsible to the Head of Faculty – Creative, Digital, Business, Care & Access

Key Accountabilities and Responsibilities:

The post holder's duties and responsibilities involve the organisation and monitoring of hospital ACORN & T-Level work placements. They may include, but are not restricted to the following:

- Liaison with relevant Curriculum Leaders, Tutors, Work Placement Officers, Lead Assessors, Learning Support and Work Placement Coordinators.
- Liaison with NHS staff to ensure smooth running of work placements
- To organise the induction and training of ACORN and T-Level students as well of change in the rotation of the blocks in collaboration with NHS colleagues
- To co-ordinate vaccinations and other health checks for placement students in collaboration with NHS colleagues
- Use of databases and College systems to record learner progress on placement.
- Completion of all relevant paperwork regarding students and provider, logging and tracking information appropriately.
- Carrying out risk assessments on placement providers premises, where necessary, completing relevant health and safety paperwork.
- Attend team meetings as appropriate.
- To contribute to building effective relationships with NHS colleagues.
- Advising and assisting in the procedures around DBS checks where required.
- To plan a schedule to ensure regular visits and assessments in the work place.

- To set appropriate work place target for students and to give constructive feedback to students and NHS on progress made.
- To ensure all assessment activities are in line with awarding body standard and work placement objectives.
- To deliver the pre-placement programme as required. Including designing and updating resources.
- To maintain accurate records of activities carried out within the job role and to meet requests for information in a timely manner.
- To promote the wider College offer including apprenticeships, traineeships, adult learning and community learning
- To actively promote positive development of Equality and Diversity and comply with Health and Safety requirements both within the College and with employers.
- To carry out any other duties which may be required from time to time and which are commensurate with the post.
- To undertake continuous professional development as required for the role and inform the curriculum area of industry developments.

General Duties Associated with Work Placements

- To carry out duties within Work Placements, where necessary maintaining high standards of customer service, and ensuring employers have a welcoming first point of contact.
- To actively promote the positive development of equality and diversity within the Unit and the College.
- To comply with Health & Safety requirements within the Unit and the College.
- To carry out any other duties which may be required from time to time and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 2 qualification in English and Maths (or a willingness to work towards within the first 12 months)	E	A
Assessor Award (or a willingness to undertake within the first 12 months)	D	A
CIEH Level 3 Risk Assessment Principles and Practice qualification (or a willingness to work towards within the first 12 months)	D	A
A level 3 qualification	E	A
A teaching qualification	D	A

Experience		
Recent relevant experience in the curriculum area	E	A/I
Experience of assessing candidates in the workplace	D	A/I
Experience of liaising with employers	E	A
Experience of working in the NHS or similar environment	D	A
Experience of Health & Safety and Risk Assessment	D	A/I

Knowledge, Skills and Attributes		
Knowledge of the work placement requirements for technical qualification (T levels)	D	I
Excellent communication and negotiating skills with the ability to build effective relationships with employers	E	A/I
Ability to plan and manage own time effectively, meeting all required deadlines	E	A/I
Ability to use own initiative	E	I
Clean driving licence and access to a car (to visit candidates within the workplace)	E	A
Ability to be flexible	E	A/I
Ability to work independently and as part of a team	E	A/I
Awareness of Disclosure & Barring Service	E	A/I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£9,511.20 per annum (£23,778.00 FTE)

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 636 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 38 working days (112.5 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 8 days (23.5 hours). Typically this closure occurs over the Christmas period.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Tuesday 5th December 2023 (10:00am)

Interviews will be held: Within one month of closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

