

## **ROLE PROFILE**

<b>General Details</b>	
<b>Job Title</b>	<b>Lead Industry Placement Coordinator</b>
<b>Vacancy Number</b>	<b>VN324</b>
<b>Department</b>	<b>Student Services</b>
<b>Reporting to</b>	<b>Director of Services to Students</b>
<b>Responsible for</b>	<b>Work Experience Team</b>
<b>Place of work</b>	<b>Telford College &amp; offsite client business premises</b>
<b>Tenure</b>	<b>Fixed term, ending July 2020</b>
<b>Hours/FTE</b>	<b>37 hours per week</b>
<b>Salary</b>	<b>£29,836 per annum</b>
<b>Terms &amp; Conditions</b>	<b>Business Support</b>
<b>DBS</b>	<b>Enhanced</b>
<b>Closing Date</b>	<b>Monday 16<sup>th</sup> September 2019 at 9am</b>
<b>Interview Date</b>	<b>Friday 20<sup>th</sup> September 2019</b>

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Role**

The Industry Placement Coordinator will lead on the development, implementation and monitoring of Industry Placements to meet the needs of the T-level Capacity and Development Fund (CDF) and work placements for Study Programmes. This includes arranging at least 200 Industry Placements for 45 – 60 days to meet the college CDF target.

### **Main duties and responsibilities**

- The successful applicant will be expected to:
- Effectively manage and deploy the Work Placement team and ensure all related college targets are met.
- Oversee the College's work experience strategy, working with colleagues to ensure that learners develop good employability skills in a safe learning environment.
- Develop the Industry placements in preparation for the introduction of T levels and ensure that a minimum of 200 learners experience 45 – 60 day placement of vocationally relevant experience.
- Continuously and proactively engage with both new and existing employers and businesses to build the number and range who are willing to host meaningful work experience placements.
- Develop and manage internal systems for assigning, monitoring and evaluating students on industry placements.
- Maintain live and accurate records and details of all employers and businesses who are involved in facilitating work experience placements.
- Work with learners, parents and employers to ensure that the placement is relevant to their programme of study.
- Work with curriculum staff to ensure that the learners develop the relevant knowledge and employability skills prior to the placement.

- Meet regularly, by maintaining appointments against the agreed scheme of work, support and assess candidates in completing portfolios of work.
- Achieve a minimum number of learners per calendar month, dependent upon qualification and level, in agreement with the Team Manager and against the delivery plan agreed with the company that provides the necessary return against costs.
- Keep the Business Programme Manager informed of the progress of learners, or any issues, on the programme.
- Attend 'Company', Team and College meetings as required or as appropriate.
- Present candidates' work for formative and summative IQA when required.
- Undertake Internal Verification (IQA role) activities where required.
- Complete the appropriate documentation when candidates successfully complete or withdraw (reporting accurately on reasons) from the programme and return it to the Team Manager, in a timely manner.
- Complete all required Faculty documentation relating to records for audit and inspection purposes in a timely manner.
- Support the development of alternative delivery methods and electronic learning.
- Work to Ofqual and Awarding Organisation quality standards in all assessments carried out.
- Support Managers to ensure all products and the web site are fit for purpose.
- Know and abide by the Health and Safety rules on company premises and be aware of good practice in the working environment.
- Identify the financial, health and safety, equality, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.
- Carry out all the duties in the context of the practical application of the College's equal opportunities policy and acting responsibly at all times in order to maintain the health and safety of yourself and others.

### **Customer Responsibilities**

- Ensure there is continuous improvement in the Teaching, Learning and Assessment experience of candidates, including 'stretch and challenge', English/Maths and EDI.
- Monitor the status of candidate achievement through progress reports.
- Maintain contact with customer base and visit as required to ensure progress and quality delivery of qualifications and training.
- Liaise and represent the college, where appropriate, with employers, public and private sector agencies.
- Represent the college in a professional manner at all times.
- Maintain good relationships with the client.
- Wear appropriate smart 'business' attire at all times. When provided with corporate wear this must be worn at all times.

### **Administrative/General Responsibilities**

- Work closely with curriculum teams to develop clear, timely and accurate work experience delivery schedules for all in-scope curriculum areas.
- Ensure that the due diligence, including health & safety of all placements is completed prior to a learner starting their work experience placement.
- Ensure that the work placement is structured around a clear work plan and pre-defined outcomes to allow the learner to develop relevant skills and behaviours.
- Ensure that the employer and the learner know the relevant support arrangements and the requirement of a log of activity and review arrangements.
- Arrange specific support for learners in relation to SEND/LLDD needs to enable them to access suitable work placements.
- Ensure that a post-placement appraisal is completed at the end of the work placement and that the learners receive an employer's reference.
- Conduct employer and student quality improvement surveys
- To oversee and deal with any breakdown of the work placement effectively and efficiently.
- Provide regular reports demonstrating the project's progress against targets.
- Ensure all tracking and reporting is undertaken through centralised systems, which can be monitored and reported through the College's dashboard.
- Continuously monitor, develop and refine all related procedural documentation and material to support and ensure high levels of efficiency, standardisation and compliance.
- Carry out performance management processes, including appraisal, performance review and development action plans.
- Conduct team meetings for areas of responsibility and attend relevant cross college meetings to ensure effective communication and functional links are maintained.
- Contribute to, and participate in, staff development events.
- Ensure full compliance with wider college policies and procedures and where necessary, inform any changes to these.
- Ensure quality assurance documentation, procedures and processes are adhered to.
- Carry out any other duties, relevant to this post, as requested by the College Management team.

### **Other Corporate Responsibilities**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.

- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.*

## PERSON SPECIFICATION

### EVIDENCE KEY

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> Level 3 qualification in a relevant discipline (e.g. Business Administration, Management)	✓		A/C
<b>2.</b> Level 2 qualification (GCSE A* - C, or equivalent) in Maths and English	✓		A/C
<b>3.</b> Knowledge and understanding of the T-level Industry Placement proposals	✓		A/I
<b>4.</b> Strong IT skills to support both administration duties and reporting requirements	✓		A/I
<b>5.</b> Experience of developing and using complex administrative systems		✓	A/I
<b>6.</b> Experience and knowledge of the Further Education sector and funding		✓	A/I
<b>7.</b> Experience of leading and managing a team		✓	A
<b>8.</b> Minimum of 2 years' experience of work placement arrangement	✓		A
<b>9.</b> Ability to offer IAG to student seeking work placements	✓		A/I
<b>10.</b> Experience of working successfully across a variety of curriculum areas	✓		A/I

<b>11.</b> Professional and customer focused approach	✓		I
<b>12.</b> Strong oral and written communication skills	✓		A/I
<b>13.</b> Ability to develop strong and sustainable relationships with employers	✓		A/I
<b>14.</b> A full driving license and use of a car	✓		A
<b>15.</b> Ability to plan and manage own workload to achieve agreed targets and objectives and evaluate outcomes	✓		A/I
<b>16.</b> Ability to build effective working relationships and partnerships with internal and external stakeholders	✓		A/I
<b>17.</b> Ability to work effectively as part of a team and independently	✓		A/I
<b>18.</b> Commitment to work within the framework of the College's policies	✓		A/I
<b>19.</b> Commitment to continuous quality improvement	✓		A/I
<b>20.</b> Prepared to take responsibility for and ownership of tasks	✓		A/I
<b>21.</b> Evidence of a commitment to personal and professional development	✓		A/I

## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The post holder will be required to carry out their duties on the College premises.