

JOB DESCRIPTION

Post Title: Employer Placement Officer

Nature of the Role: Full time, permanent contract

Responsible to: Curriculum Lead

Responsible for: Providing effective work placement management and continuous high quality pastoral support for Sixth Form students



Welcome to Ada!

We are the Government's National College for Digital Skills and are passionate about educating, supporting and creating the next generation of digital pioneers in our Sixth Form and our Apprenticeship Programme.

We are a growing college with a Sixth Form and an Apprenticeship Programme based in our new home in London Victoria, and an Apprenticeship Programme in Manchester. Our new permanent home for both London programmes (6th form and Apprenticeships) in the heart of Pimlico is a short 10 minute walk from Victoria Station. We have a very diverse student body from a wide range of backgrounds and are committed to using tech as a tool for social mobility. We offer a supportive culture for students and staff and our excellent industry links ensure students are prepared for the Tech Industry and teachers and leaders get regular formal and informal CPD to support their teaching and technical knowledge and development.

We are a specialist digital college where all our students are passionate about tech and we are committed to supporting them to progress onto highly skilled roles in the digital sector. All students study computer science for at least 50% of their curriculum, with regular off-curriculum industry projects with partners such as King Games, Deloitte, Bank of America and Salesforce.

We are passionate about high quality teaching and learning, using industry's problems to bring education to life for our learners and thinking of innovative new approaches to communicating some of tech's more challenging concepts.

Our students achieve highly across all subjects and progress to an amazing range of destinations. These include: Lloyds Banking Group, ARUP, BBC, JustEat.com, Nottingham University, Lancaster University, City University London, Kingston University, Queen Mary University London, Royal Holloway and many more.

We received Good with Outstanding Behaviour and Attitudes and Personal Development in our [latest Ofsted inspection in March 2023](#).

Purpose of the Role:

The Employer Work Placement Officer is an innovative new role at Ada, designed to be instrumental in the entire process of sourcing, developing, and aligning students with high-calibre industry placements that complement our curriculum's T level offer. T-Level students are mandated to accumulate at least 315 hours of practical industry placement experience throughout the duration of their course. As the Employer Work Placement Officer, your primary responsibility will be to guide and support students throughout their placement journey. This involves assisting them in managing their placements effectively, ensuring they meet the necessary requirements and expectations. You will act as a pivotal coordinator, bridging the gap between employers and the College, facilitating seamless communication and understanding between both parties.

Additionally, pastoral care will be a significant aspect of your role. You will provide the necessary emotional and academic support to students, serving as their advocate and ensuring they have the resources and guidance needed to succeed in their placements. This involves being attuned to their needs, addressing any concerns, and offering solutions to challenges they may encounter. Building and nurturing relationships will be key to your success in this role. You will actively engage with employers to establish strong partnerships, understanding their needs and expectations to source the most suitable placements for our students. Simultaneously, you'll cultivate a supportive and trusting relationship with our students, empowering them to develop the essential professional skills and competencies required to excel in their chosen field.

In summary, the Employer Placement Officer plays a multifaceted role in enhancing the overall educational experience for our T-Level students, ensuring they are well-equipped, supported, and prepared for success in their industry placements and future careers.

Ideally you will have prior experience in an educational setting, particularly within Further Education or Post-16 environments. Collaborating closely with teaching staff, you'll assist in crafting suitable placement schedules and establish strong relationships with employers. Your role will encompass supporting students throughout the placement process and maintaining open communication with all stakeholders involved. You will be responsible for evaluating potential placement providers to ensure they offer a safe and healthy environment for our students. Additionally, you'll oversee and support the necessary Disclosure and Barring Service (DBS) checks as required.

This role offers immense satisfaction for those who are passionate about contributing to students' academic, personal, and professional growth throughout their two-year study period. A significant aspect of this role involves sourcing and securing suitable work placement opportunities for students, with the collaborative support of various college teams, including Outreach and Recruitment, External Relations, and Partnerships. Working closely with the Curriculum Lead, you will guide students in the early stages of their T-Level journey. This includes assisting them in developing their personal and professional skills, aiding them in the application process for placements, and facilitating their smooth transition into their chosen work placements. You will implement robust processes and systems to monitor student well-being and safety during their placements. Collaborating with the Senior Leadership Team, you'll ensure that student achievement remains a top priority, implementing timely interventions when necessary to maintain high levels of effectiveness and success.

Main Responsibilities:

Work Placements:

- Source and secure industry placements for T-Level students.
- Build and maintain relationships with employers.
- Conduct pre-placement employability sessions in collaboration with teachers.
- Monitor and oversee placements, capturing best practices and monitoring student performance.
- Support students throughout their placements to ensure successful completion.
- Maintain organised records of student interactions and placement progress.

Employers:

- Engage with companies to identify and secure placements for T-Level students.
- Manage and update an employer database.
- Serve as the primary contact for employers, addressing questions, feedback, and concerns.
- Provide employers with necessary information on interviews, induction, review meetings, attendance, and safeguarding protocols.
- Identify and address any additional training needs for employers.
- Conduct initial Health and Safety and safeguarding checks at employer premises.
- Complete required Health and Safety paperwork and procedures.
- Offer guidance to employers on compliance issues and report concerns to the line manager.

Students:

- Maintain accurate and updated records of student and placement details, generating regular management reports.
- Collaborate with students to identify and secure placements tailored to their needs.
- Equip students with essential information for a safe and successful placement experience.
- Conduct regular meetings with students to offer support, guidance, and assistance as needed.
- Collaborate with other Ada staff to facilitate student progression, ensuring support for those with additional needs.
- Complete and finalise monitoring forms with students, ensuring agreement and signatures from their supervisors.

Pastoral support:

- Offer pastoral support, advice, and guidance to T-Level students, especially those with Education Health Care Plans (EHCP).
- Report any student welfare or safeguarding concerns to the designated safeguarding lead, actively contributing to student well-being and safety during placements.
- Collaborate with teaching staff, senior leaders, and relevant stakeholders to gather comprehensive information about students, ensuring a clear understanding of their personal, emotional, and learning needs.
- Monitor and track the progress of assigned T-Level students against curriculum targets, intervening to support those facing attendance issues, under-performance, or pastoral challenges during placements.
- Assist the Sixth Form leadership team in addressing disciplinary issues related to placements,

participating in meetings, and ensuring all staff are informed about targeted actions to support student performance.

- Support the SEND specialist/SENDCo in conducting annual reviews for students with EHCPs.
- Assist the Sixth Form team leads during check-ins and team meetings to discuss placement progress and student well-being.
- Contribute to the College's Enrichment club provision, offering additional opportunities for student development.
- Aid the Sixth Form team in delivering a successful induction for new T-Level cohorts, ensuring they are well-prepared for their placements.
- Organise and facilitate meetings with parents and carers to discuss student progress and placement experiences.
- Support the Sixth Form team in implementing the futures programme, guiding students towards optimal post-placement opportunities, including UCAS applications, apprenticeships, jobs, and work experience placements.

Administration and Overall Organisational support:

- Ensure all support actions are recorded on the College's appropriate central information systems
- To support the organisation and delivery of themed events including open evenings, activities and trips organised and managed by the Sixth form team
- Undertake the full range of activities relating to attendance and punctuality including making telephone calls to parents/carers in a timely fashion for absent students, and accurately recording using Ada's data systems.
- Monitor and report on student attendance and punctuality on a weekly basis, reporting concerns to the Assistant Principal and Principal as appropriate.
- Provide support for recruitment of students at Lift-Off Days.
- Provide support to the Sixth form team for those students who are in receipt of financial support.
- Provide first aid support, including liaising with or training to become a First Aider.
- Provide fire safety support, including liaising with or training to become a Fire Warden or Fire marshall

Essential Experience

- Evidence of the Ada values: Creativity, Curiosity, Collaboration, Resilience and Rigour
- Experience working with young adults (14 - 24 years)
- Monitoring and reporting on student or employee progress
- Addressing and successfully challenging concerning young people's behaviour
- Establish and maintain positive relationships and engagement with young people, parents and carers and colleagues

Desirable Experience:

- Experience of supporting or leading the development of work experience or industry placements for students.
- Experience supporting young people with personal, safeguarding and emotional well-being.
- Working knowledge of relevant policies/codes of practice
- Motivating and engaging a variety of young people.
- Experience of supporting vulnerable or at risk young people
- Coaching or mentoring experience

Personal Qualities, Aptitudes and Skills:

- Excellent organisational and time management skills
- A passion for supporting young people and their wellbeing
- Strong collaborative working skills
- High level of proficiency in the use of day to day IT systems
- Good workplace skills and experience such as written skills, teamwork, project management, communication
- Excellent written and verbal communication skills
- An interest in technology and the digital industry

Other Requirements:

- Ability to inspire young people
- Ability to communicate effectively with parents/carers and supporting them to support their young person
- Self-starter who enjoys taking ownership of workload
- Able to undertake some travel, as necessary for the role
- A commitment to on-going personal development
- A willingness to work flexibly and where necessary outside of normal working hours

- Suitable to work with young people and vulnerable adults in accordance with Government guidelines for safeguarding

Safeguarding

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check when appointed to the post. References for shortlisted candidates will be requested prior to the interview day. Further information about the DBS be found at www.gov.uk

Remuneration and Benefits

- Hours: 9am - 5pm
- Salary: £29,000 - £32,000.
- Selection process: Application; interview and tasks relevant to the post
- Holidays: 48 Days (inclusive of Bank Holidays) during the college holidays (broadly in line with Local Authority term Dates)
- Start date: Immediately
- Pension: Stakeholder Pension

Equal opportunities

Ada. National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the College are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

Ada. National College for Digital Skills is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please HR@ada.ac.uk

How to apply

Please complete the application form and supply a cover letter addressing how you meet the person specification and email both to jobs@ada.ac.uk. If you have any questions about the role or for a confidential conversation about the post, please contact jobs@ada.ac.uk putting '*Application query for Employer Work Placements Officer*' in the email title.

Closing date for applications - 3 July 2024 at 11.00

Thank you for your interest in Ada. National College for Digital Skills.