

**Job Description: T-Level Work Placement****Coordinator**

**Reporting to:** T-Level Work Placement Team Leader within the Apprenticeships Team



**The key purposes of this role are to:**

- Provide excellent administration support and ensure that T-Level work placements are administered correctly and are fully compliant.
- Work with students and tutors to 'match' students to T-Level placements and complete employer orientation and managing data and systems.
- Work with teaching staff to ensure that processes are followed including agreeing placement objectives, completing placement reviews, H&S, and the recording of hours.

	<b>This front-line support post is accountable for:</b>
Provide excellent administration support and ensure that T-Level placements are administered correctly and are fully compliant.	To provide excellent administration support to ensure all processes are followed, records are complete and accurate and that T-Level placement guidance has been followed.
	Work effectively as part of the Work Experience team, ensuring collaboration with colleagues within own department and cross college.
	Liaise effectively to ensure good communication between employers and the college and that information provided is prompt, accurate and of a high quality.
	Ensure that marketing and information material and all relevant paperwork is maintained, kept up to date and shared with relevant people.
	Monitor internal systems and run reports to identify the status of all student placements and relevant paperwork and processes.
Work with tutors and students to achieve T-Level placements and complete employer paperwork.	Work with the Work Placement Team Leader to ensure effective planning and communication with faculty staff about T-Level placement opportunities.
	Co-ordinate relevant due diligence checks of employers including H&S and record outcomes on the college's Work Experience system.
	Ensure records are recorded accurately on the CRM, work experience system and internal journal.
	Work collaboratively with your team to co-ordinate any selection activities required by the employer (eg: interviews).
	Support with employer orientation to ensure they understand the requirements of a T-Level placement and how the college will work with them.
	Liaise with the Employer Relationship Team, student and faculty staff to ensure an individual placement agreement is in place before a T-Level placement begins.

	Support students, and liaise with relevant faculty staff, as required to ensure students are fully prepared for their placement eg. run student drop in sessions as required.
	Maintain employer contact details and ensure students have completed placement reviews as required.
	Highlight any issues that need to be raised with faculty staff to ensure the successful completion of a placement.
Other duties associated with this role	Identify opportunities for employers to contribute more broadly to the College and ensure that relevant staff respond to offers.
	To engage employers with the college, particularly for T-Level work placements, but for other activities including talks, visits and apprenticeship opportunities.
	Co-ordinate reviews and deliver training for College staff on relevant work experience paperwork and databases.
	Contribute to and/or run relevant events including tutor group presentations, open days, internal events and other marketing/school liaison events as required.
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.
	To safeguard and promote the welfare of children, young people and vulnerable adults.

This role will require some flexible working including some evening and weekends.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

Incremental progression is subject to satisfactory performance.

Annual targets for each element in this job description will be agreed annually with your Line Manager.

**Indicators/ sources for reaching performance judgements (not exhaustive):**

Growth in employer engagement across college  
Customer feedback records  
Meeting annual lead generation and conversion targets  
Volumes and types of placements match student needs  
Growth in apprenticeship leads, vacancy advertising and enrolments  
Line manager(s) and cross-College feedback  
Staff review and personnel records  
360% appraisal / Colleague / staff feedback

## PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Education/training to Level 3 or above	Work-based qualification or training in customer service, administration, or marketing.
	Full driving licence	
<b>SKILLS/ PERSONAL QUALITIES</b>	Excellent organisational and administrative skills.	
	A good self-starter. Able to work effectively with minimal supervision. Ability to work flexibly and respond to rapidly changing requirements. (The role will require some evening work).	Committed to developing employability skills in young people
	Excellent customer service skills and reputational awareness	The ability to present to small and large groups
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly. (Knowledge of safeguarding practices and procedures)	
<b>EXPERIENCE</b>	Experience of working in an office based, administrative role. Able to analyse data and maintain accurate records to ensure placements are reviewed on time and compliance records are 100%	Experience of working with 16-19 year olds in an educational or related context.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.