

## **ROLE PROFILE**

<b>General Details</b>	
<b>Job Title</b>	<b>Work Placement Co-ordinator</b>
<b>Vacancy no.</b>	<b>VN265</b>
<b>Department</b>	<b>Services to Students/Marketing &amp; Admissions</b>
<b>Reporting to</b>	<b>Director of Services to Students/Marketing &amp; Admissions</b>
<b>Responsible for</b>	<b>No direct reports</b>
<b>Place of work</b>	<b>Telford College</b>
<b>Tenure</b>	<b>Permanent</b>
<b>Hours/FTE</b>	<b>Full Time (37 hours)</b>
<b>Salary</b>	<b>£20,529 - £22,546</b>
<b>Terms &amp; Conditions</b>	<b>Business Support</b>
<b>Closing Date</b>	<b>Thursday 15 November 2018 @ 09:00 a.m.</b>
<b>Interview Date</b>	<b>Friday 23 November 2018</b>

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

### **The Post**

- The purpose of the post is to coordinate and develop the current system of work placements and work placement opportunities for full time learners.

### **Main duties and responsibilities**

The successful applicant will be expected to:

- Manage, maintain and develop work experience opportunities and systems for full time learners, working with the existing full time Work Placement Coordinator.
- Contacting employers to generate work experience opportunities for students.
- Working alongside employers to ensure all parties are supported whilst on placement.
- Work alongside the employer engagement team at the college, to increase knowledge of new employer links.
- To develop and maintain a broad base of employers to secure suitable work placements and/or identify potential job opportunities post college.
- To work closely with students to identify their work aspirations in order to match them with suitable potential employers and job opportunities.
- To maintain and develop a database of suitable employers and input details onto the College's CRM system.
- To be innovative and enterprising in arranging work placements to benefit the students.
- To work on one's own initiative and support the team's objectives including to facilitate and enable positive destinations for all the students.
- To be flexible particularly in dealing with busy employers.

- To assist with any other support duties across the department as may be required from time to time.
- Work closely with course team leaders and course tutors in planning and organising appropriate work placements for each student.
- Act as a point of contact between the employer, students and course teams ensuring that learners have the correct supervision in placement.
- Feedback to learners, Learner Managers on progress of work experience for the Directorate where responsible on a regular basis providing reports as requested.
- Assist at College functions e.g open evenings, enrolment evenings, parent's evenings and placement provider events.
- Attend school/course team meetings as required.

**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.*

## **PERSON SPECIFICATION**

### **EVIDENCE KEY**

<b>A</b> =	Application
<b>I</b> =	Interview
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> A-Level or equivalent qualification	✓		A/C
<b>2.</b> IAG qualification at level 4		✓	A/C
<b>3.</b> Knowledge of safeguarding issues in education	✓		A/I
<b>4.</b> Understanding of data protection legislation	✓		A/I
<b>5.</b> Knowledge of current developments in local LMI.	✓		A/I
<b>6.</b> Understanding and/or experience of aspects of the tutorial curriculum and outcomes for learners, including career learning and employability, health and wellbeing, internet safety		✓	A/I
<b>7.</b> Experience of working in an education or recruitment setting	✓		A/I
<b>8.</b> Experience of providing advice, guidance and/or education to young people and/or adults	✓		A/I
<b>9.</b> Experience of working as a member of a team	✓		A/I
<b>10.</b> Experience of delivering group sessions		✓	A/I
<b>11.</b> Experience of developing and/or using manual and IT based recording/tracking systems	✓		A/I
<b>12.</b> Experience of mentoring/coaching		✓	A/I
<b>13.</b> Ability to communicate effectively in person, on the telephone and in writing with students, staff, parents and external agencies	✓		A/I
<b>14.</b> Ability to form and maintain appropriate relationships and professional boundaries with children and young people	✓		A/I

<b>15.</b> Excellent customer services skills, with a resilient approach to contacting both students and employers.	✓		A/I
<b>16.</b> A commitment to reflective practise, professional development and performance improvement	✓		A/I
<b>17.</b> A commitment to the development and promotion of Telford College as a centre for learning excellence	✓		A/I
<b>18.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>19.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
<b>20.</b> A car owner with full driving licence, as the post involves visiting employers	✓		A/C
<b>21.</b> Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓		A/C

## **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 postholder will be required to carry out their duties on the College premises.

