



JOB DESCRIPTION

Oldham College

Job Title:	Work Experience Placement Officer		
Department:	Student Support	Job Ref:	
Grade:	Support Scale 5	Position Type:	Support
Responsible to:	Work Experience Team Leader	Responsible for:	Work Experience

Job Description

Main Purpose of Role

- This post holder will have responsibility for generating and coordinating Work Experience Placements and support with T level Industry Placements across the College as part of the Work Experience team. A major part of the role will be to develop the number and range of work experience opportunities provided for students and to support internal students to progress onto apprenticeships.
- To work with the Heads of Faculty and Programme Leaders, in accordance with work experience quality standards to develop an ambitious provision focusing on the key outcomes of employability, developing a strong work ethic and securing successful progression aims for all students.
- To be responsible for the planning, development, organisation and delivery of specifically-designed work placements for the study programme and employer engagement events that will engage and inspire 16-18 year old students. To support the T Level delivery team in the planning and implementation of Industry Placements.
- To promote and raise awareness of the whole College employability offer. This includes developing employer relationships and improving the understanding of T Levels, work experience and apprenticeships in the local business community.
- To work across the work-based learning team, when required, to help deliver targets and ensure the best outcomes for our students.
- To contribute to the teaching of employability skills, ensuring our students are 'work ready', through the delivery of some bespoke masterclasses and through hosting employer guest speakers.
- To promote and provide outstanding customer service internally and externally in all areas of the role.
- To ensure that work related outcomes, as specified on some student's Education, Health and Care Plan, are carefully considered when securing work experience for the individual.

Main Duties and Responsibilities

- To initiate and develop links with local employers that will provide a flexible range of work placements and to support with the sourcing of T-level Industry Placements to meet the needs of students, including employer visits through to Industry Placements and Traineeships and Apprenticeships.
- To carry out regular Student reviews within the workplace and monitor student attendance during placement for those students on a Study Programme. To support the T Level delivery team in monitoring and tracking the attendance of students on Industry Placements.
- To ensure that work placements for SEND students match their aspirations, as laid out in their EHC plans.
- To ensure that students receive the necessary preparation and support to assist them in successfully completing their work placements and associated learning objectives.
- To prepare, complete and record the relevant paperwork associated with work placements, in line with legal and OFSTED requirements.
- To develop innovative and stimulating support and promotional materials for work experience and T-level Industry Placements
- To be responsible for providing a full DBS service and to ensure that all DBS processes are undertaken for all students enrolling for courses where DBS is a requirement.
- To carry out and be responsible for the Health and Safety risk assessment for each work placement in line with procedures for work placement experience.
- To utilise College systems (CRM, Vital & EBS, MYCAP) for recording, monitoring and arranging work experience placements and on-going customer service.
- To contribute to the promotion of excellence in support, teaching, learning and assessment, working as part of the Work Experience and wider Student Support teams.
- To develop quality control mechanisms for work experience placements and produce regular monitoring data to assure the integrity of the scheme.
- To develop close links with curriculum staff and join approaches to improving student placements and associated arrangements.
- To work jointly with employers to resolve any difficulties or concerns regarding students on their placements. To visit student caseload regularly (in addition to formal reviews) to support any pastoral and/or practical requirements.
- To be responsible for the production of marketing materials and other resources, materials and handbooks as required.
- To attend external events and support occasional out of hours activities and open days.
- To co-ordinate and analyse employer feedback, provide feedback to curriculum staff and use this data to improve service provision and develop student and employer case studies.
- To monitor completion of students' learning logs and to support the T Level delivery team with the completion of learning logs and objectives for Industry Placements.
- Ensure that equal opportunities and diversity are promoted and developed in all areas of responsibility.
- To maintain professional and vocational currency through CPD and contribute to the development of others as required.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Jessica Criswell	Date:	June 2024
Reviewed By:		Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION

POST: Work Experience Placement Officer

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
ESSENTIAL	
Qualified to at least NVQ Level 3 or above.	*
Experience of working with young people and employers to facilitate work experience opportunities / or recruitment brokering experience.	*
Current UK Driving License (and access to a car).	
DESIRABLE	
Health & Safety Qualification (this may include NEBOSH Certificate, City & Guilds, Review of Vetting in the workplace or OCR 387).	*
Good knowledge and understanding of Apprenticeships and ability to work across the work- based learning team when required.	*
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Significant experience of working with a cross section of employers, students and stakeholders.	*
Good knowledge and understanding of the college's legal obligations regarding the provision of work experience, including T Levels and Traineeships.	*
Ability to inspire students, staff and employers to participate through the use of exciting and relevant strategies.	*
Good understanding of student and customer needs and a track record of developing and delivering high quality support service to students. Excellent end to end recruitment skills.	*
Excellent business development skills, with a proven record of selling.	*
Good understanding of current Government and national priorities for FE and the skills	*

agenda and how this applies to work experience and T Level Industry Placements	
Ability to deliver workshops and employability sessions to a range of students	*
Good knowledge of Ofsted Common Inspection Framework and applicable criteria used for work experience	*
Ability to manage time effectively and prioritise work to achieve timescales at self/team and cross college level.	*
Demonstrable track record of excellent project management skills and the ability to account manage multiple employers.	*
Ability to adapt own style and communication methods to influence and build effective relationships both internally and externally – including managing multiple employer visits.	
Experience of producing marketing and promotional materials and resources.	*
Demonstrable evidence to show a commitment to a customer centered approach and continuous quality improvement	*
Experience of achieving/exceeding personal and team targets.	*
Ability to forge and sustain good working relationships with colleagues and external agencies.	*
<u>Skills, Knowledge & Experience</u>	
DESIRABLE:	
Experience of providing a high-quality learning experience including the use of ICT.	*
<u>Attitude & Motivation</u>	
ESSENTIAL:	
Ability to show initiative in seeking a resolution in unusual situations and work under pressure in a fast-moving environment.	
Flexible approach to work including hot-desking, significant local travel, occasional out of hours working to host employer events, match when students are on placement and to help with enrolment and open days.	*
Able to lead by example in promoting the college's vision and holding high expectations of self, staff and learners.	
<u>Other Work Related Requirements</u>	
ESSENTIAL:	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people and/or vulnerable adults.	