

T Level Coordinator

Salary: Grade 5 (1 Year Fixed term) Hours 9 - 30a.m. - 1.30p.m Monday to Friday Term time only

We are looking to recruit a part-time T Level Coordinator to join our Sixth Form. This is an excellent opportunity to work in partnership with local employers to secure and support work placements for young people aged 16 - 18.

The T Levels are a new qualification which allow students to combine both study in a Sixth Form with regular work placements to develop real world experience in the T Level area.

We are seeking an experienced, motivated, and flexible individual with a positive attitude and strong interpersonal skills, to provide outstanding service to students in the trust.

The successful applicant will work with the Sixth Form team organising and managing student work placements.

The main purpose of this role is to:

- Be a first point of contact and provide support to our students in finding and managing work placements.
- Complete visits to placements and ensure students' placements are effective.
- Work with the employer or school site to resolve any issues which may arise in the placement.
- Network with and optimise links with local employers.
- To find appropriate placements for students completing the T Level qualifications.
- Endeavour to resolve enquiries at the first point of contact and escalate enquiries where necessary.
- Deliver and assist with student briefings, clinics and parents evenings.
- Assist with and attend the yearly review with the school and employers.
- Conduct health and safety pre-placement visits when needed.
- Maintain the work placement platform / database and ensure all necessary documentation is prepared, distributed and returned in accordance with the work placement process, ensuring confidentiality at all times.
- To liaise with academic staff about individual learners. .
- Attend training where necessary.
- Complying with Trust policies and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

This position is term time only. You will need to hold a full driving licence as movement between the sites is an essential criterion for this role.