

# Job Description

<b>TITLE:</b>	Work Experience Coordinator
<b>GRADE:</b>	Scale 6
<b>REPORTS TO:</b>	Group Curriculum Director
<b>HOURS:</b>	Contracted for 35 hours per week.

## Purpose of the Role

- To work effectively across the college to implement the college's work experience and Industry Placement programmes to support the college's strategic objectives.
- To work collaboratively with curriculum teams and key external partners to deliver realistic and appropriate work experience, Industry placements and employability opportunities for college students.
- To ensure the required checks, risk assessments and permissions are completed and in place for students undertaking work experience and Industry Placements. Support and work with Management Information Systems to ensure all relevant information is recorded and updated accurately.
- Support learners to complete statutory paperwork as appropriate.
- To monitor learners on placement and complete reports as required.

## Key Responsibilities:

### Employer Engagement & Placement Development

- Work with curriculum teams to include Industry Placement and work experience as part of the learner induction programme.
- Support the development of employability programmes, including guest speakers, site visits, live briefs, and enterprise initiatives to enhance employer engagement within curriculum areas.
- Source, build, and maintain relationships with local, regional, and national businesses and relevant organisations to create Industry

Placement and work experience opportunities for students on 16–18 study programmes.

- Liaise with Senior Curriculum Managers to identify appropriate placements, projects, or activities for each learner in line with college policy.
- Liaise with curriculum teams to match students to suitable opportunities and ensure appropriate placement allocation.
- Develop and maintain a positive image of the College through strong internal and external stakeholder relationships.

### **Placement Coordination, Compliance & Reporting**

- Ensure all administrative processes are completed accurately, recording employability, Industry Placement/work experience activity, and health & safety requirements on college systems to meet audit and safeguarding standards.
- Monitor student attendance and progress during placements, liaising with employers and conducting site visits where appropriate to ensure quality and resolve issues.
- Collect, collate, and report employer feedback on activities to the GCD (Group Curriculum Director).
- Participate in regular curriculum meetings to provide updates on completed, ongoing, and planned activity, including reporting non-attendance concerns.
- Prepare and submit reports outlining activity, compliance status, and plans to ensure all students receive appropriate employer engagement opportunities.
- Conduct health & safety checks at placement sites, ensuring all documentation and safeguarding requirements are completed prior to placement start.
- Maintain and update the college employer database, ensuring accurate records and logging all correspondence.
- Work with the Industry Placement and Work Experience Manager to ensure all activity meets compliance requirements and is accurately recorded.
- Support and attend cross-college employer engagement events and initiatives.
- Collaborate on reporting for Senior Management Team (SMT), outlining activity progress, outcomes, and forward plans for allocated caseloads.

### **In common with other support:**

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

### **In common with all other Staff:**

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

### **Additional Information:**

#### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

#### **Criminal Convictions, DBS & Ongoing Disclosure**

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

#### **Equality, Diversity & Inclusion**

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

### **Review of Job Description**

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

## **Person Specification –**

### **Education & Qualifications**

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills

### **Experience**

- Experience working with employers, building and maintaining effective partnerships.
- Experience supporting or delivering employability programmes, work experience, or industry placements.
- Experience liaising with internal stakeholders (e.g. curriculum teams or managers) to coordinate learner activity.
- Experience of monitoring learner progress, attendance, or outcomes in an education or training environment.
- Experience of completing administrative processes accurately, including data recording and reporting.
- Experience organising or supporting events, employer engagement activities, or site visits.

### **Knowledge, Skills and Behaviours**

- Strong communication and relationship-building skills with a wide range of stakeholders.
- Good organisational skills with the ability to manage multiple priorities and caseloads.
- Knowledge of employability, work experience, and/or Industry Placement requirements (including safeguarding and health & safety principles).
- Ability to match learners to suitable opportunities and support positive outcomes.

- Competent in maintaining accurate records and using databases or systems.
- Proactive and solution-focused approach, with strong attention to detail.
- Professional, adaptable, and able to represent the College positively.
- Commitment to safeguarding, compliance, and delivering high-quality learner experiences.

### **Professional Responsibilities, Values & Commitments**

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.