**Job Description**

**Industrial Placement Coordinator (T-Levels) and Careers Advisor (Work/Employment/Apprenticeships)**

1. **St Francis Xavier College is a Roman Catholic Foundation. All staff should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal.**

**B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**

**C. This post is offered subject to the conditions of service as set out in the agreed contract.**

**D. For further information about the duties of all members of staff, terms and conditions, mission and policy framework of the College please see Staff Handbook available on the College intranet.**

**Hours:** 4 days per week, term time plus 8 days to be worked during College closures

**Reports to:** Careers Manager/Assistant Principal Student Welfare (for Careers advice and guidance) and the Executive Director of Business and IT (for T-Level responsibilities)

**Purpose of the Job:**

To act as part of the Careers team providing advice and guidance to students. To coordinate pilot industrial placements for the planned T-Level programme which would enable students to gain appropriate practical skills in the workplace and enhance their vocational skills in curriculum areas.

**Background**

There is increased demand for high-quality industrial placements for students to support the government's reform of technical education and the development of T-levels, which will include a substantial industrial placement element as part of the qualification.

In this exciting new role, you will help the college's students to gain substantial industrial placements and will also support them whilst they are on their placement.

Using your knowledge and research of local commerce and industry, you will actively source placement opportunities and interview students, seeking to create effective industrial placements. You will complete the initial visit to employers, provide guidance on how industrial placements can be developed within their organisation, check health and safety in the work place and create job descriptions for industrial placement opportunities.  In addition, you may be asked to identify potential employers for specific curriculum areas.

You will be the main point of contact for employers, students, curriculum teams and managers so excellent interpersonal skills are key. You will also support the College Careers team and take the lead in advising students who, rather than applying to university, may be seeking employment or an apprenticeship. (Students wishing to apply for degree apprenticeship courses will continue to be advised by the Careers Manager.)

**Main Duties and Responsibilities**

1. To co-ordinate and arrange pilot T-Level industrial placements for students in accordance with course specific requirements and set targets.  Also to support students in the successful completion of this element of their programme.
2. To represent the College in dealings associated with the management and coordination of the pilot T-level industrial placements, including effective liaison with both internal and external stakeholder and customers.
3. To keep up to date in current working practices and relevant vocational and technical curriculum changes.
4. To keep up to date with current development in the policies, procedures and specifications of the professional and examining bodies relevant to the appropriate disciplines; specifically, in accordance with assessment linked to industrial placements.
5. To keep up to date with DBS (disclosure and barring service) and keep accurate records of the process working with our HR department to organise clearance for students.
6. To be the main point of contact for employers, students, curriculum teams and managers in relation to pilot T-level industrial placements and wider cross college employability activities.
7. To ensure regular advisory health and safety checks including safeguarding, prevent and E&D are carried out in the industrial placements used by students in line with policies and procedures.
8. To ensure the safety of learners on placements by ensuring adequate risk management within that working environment in accordance with College policy, specific department procedures and in accordance with individual learner requirements.
9. To maintain, review, develop and increase the industrial placement opportunities (at all levels).
10. To provide accurate reports and data on the various placement providers.
11. To act as Careers Advisor for the College, specialising in delivering guidance to the student and staff on LMI, work, employment and apprenticeship opportunities. This will also involve co-ordinating information received from Wandsworth Ambitions and other external partners on these issues.

**General**

1. To have an awareness of the Progression Services Department’s aims and targets, both short and long term.

2. To contribute to the Departmental SAR on an annual basis in liaison with the Careers Manager.

3. To assist your fellow team members with urgent priorities, maintaining an overview of their duties to enable you to cover as necessary. Full training will be provided.

4. To engage in CPD as required to enable the post holder to fulfil all the duties of the post.

5. To have an awareness of, and commitment to, the College’s policies on Health and Safety, Equality, Diversity and Inclusion, Prevent and Safeguarding, GDPR.

6. To support the ethos and values of St. Francis Xavier College.

7. Any other duties within the remit of the post as may be required.

**Person Specification:**

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| **Qualities and Skills** | **Essential** | **Desirable** |
| Must have a minimum Level 4 professional qualification in Business Administration or equivalent professional/occupational/degree qualification.  | Yes |  |
| Must have experience within a customer focused environment. | Yes |  |
| Possess a current driving license. |  | Yes |
| Must have the ability to travel to placements on a weekly basis. | Yes |  |
| Must have excellent interpersonal skills and a can do attitude. | Yes |  |
| Must have a good working knowledge of IT and MS Office packages. | Yes |  |
| Must be able to demonstrate a commitment to student achievement. | Yes |  |
| Must be receptive to new learning initiatives. | Yes |  |
| Self-motivated but with the ability to work flexibly as a team member. | Yes |  |
| Must have organisational skills, be able to meet deadlines, and possess the ability to work efficiently and accurately when under pressure. | Yes |  |
| Experience of effective communication with all stakeholders, both written and oral. Must maintain a professional attitude to employers and students. | Yes |  |
| Must have tolerance, patience and the ability to work calmly under pressure. | Yes |  |
| Must have an awareness and understanding of the need for discretion and confidentiality. | Yes |  |
| A commitment to personal development and the development of expertise, undertaking training as required to meet the demands of a developing role. | Yes |  |
| A commitment to the Health and Safety of staff and students. | Yes |  |
| The ability to work flexibly within the Progression Services Department in line with emerging priorities, the College calendar and staff absence as directed by the Careers Manager. | Yes |  |
| A commitment to all College policies within an educational environment, to include Health and Safety, Equality, Diversity and Inclusion, Safeguarding and Prevent. | Yes |  |