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JOB DESCRIPTION

Industry Placement Coordinator

Full Time, Whole Year, Temporary (first instance)

**SALARY**: **Scale points 19-22** (£28,948 - £31,667)

**LOCATION**: City of Stoke on Trent Sixth Form College

**REPORTS TO**: Assistant Principal (Higher, Technical and Vocational Education)

*This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.*

# POST OBJECTIVE

* The post holder will be part of the Colleges Higher, Technical and Vocational education team to raise awareness amongst prospective students, their parents and schools of the post 16 opportunities available at the College.
* The role of the Industry Placement Coordinator is to coordinate our young people’s Industry placements that are a crucial part of the new T levels while they are at the College and to help prepare our students on the T level transition programme to undergo these in future.
* Engage with local and regional employers to ensure there are enough placements sourced to accommodate need from applicants to T level courses.
* Ensure employers are aware of, and compliant with, relevant legislation, best practice guidance with regards to having T level students on site with them.
* Ensure young people are representing the college well and developing the requisite skills as part of the Industry placement.
* Comply with data monitoring, both internal and external, to ensure that adequate records are kept to enable certification of Industry placement and evaluation.

GENERAL DUTIES AND RESPONSIBILITIES

* To participate in College processes as required.
* To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
* To work flexibly in the interests of the College as required.
* To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
* To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.
* To be aware of the policy, procedures and safe working practices expected of all staff relating to the processing of personal information and Data Protection.
* To be a nominated First Aider and undertake relevant training as necessary.

POST SPECIFIC DUTIES AND RESPONSIBILITIES

**Coordination**

* To act as the lead professional in the day-to-day management and coordination of Industry Placements and to support colleagues in the delivery and development of the college’s T level rollout.
* Visit current employers to quality assure the placements and build a rapport to ensure employers remain engaged and committed to offering our students industry placements
* Write up reports and provide relevant data to ensure completion of relevant external reports, such as CDF and Employer support fund.
* Source and visit new employers to meet the needs of industry placements for future years and ensure these are ready in a timely manner.
* Develop relationships with employers to source progression opportunities following T level completion, such as direct employment and/or degree level apprenticeships.
* Review and evaluate the progress and implementation of the T level development plan with regards to Industry Placements.

**Working with cross college teams**

* Ensure that there is clear curriculum planning to enable pupils to undertake Industry Placements as part of every T level programme, and to build the skills needed as part of T level and T Level Transition students.
* Liaise with teaching staff delivering T level lessons and the college Futures team to ensure content is linked into the relevant Industry placement and progression.
* Ensure a coherent and innovative pathway of industry placement activities is provided to all T level transition students.
* Maintain up-to-date knowledge of Further and Higher Education and routes to employment and training by attending appropriate professional development courses.
* Ensure that wall displays within teaching and resource areas reflect the opportunities available to pupils and students and are appealing to the audience.
* Actively promote and facilitate arrangements for employers to come into college as a means of developing relationships to expand the capacity of industry placements.

**Students**

* Create an environment that inspires students to consider options for their industry placement.
* Coordinate a program where Employers and students are aware of the requirements and quality assures this programme to report back.
* Actively promote all options of further development to include Apprenticeships, vocational education and university.

**Industry Engagement**

* Establish and maintain good relationships with Employers, Alumni and relevant destinations to build a network where the capacity and quality of Industry placements available improves over time.
* To ensure the Industry Placement section of T level materials is relevant and up to date.

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED BY**  *(Application, Task, Interview)* |
| **Qualifications** | | | |
| Educated to degree level or equivalent |  | ✓ | Application |
| **Professional development, skills, experience and knowledge** | | | |
| Previous experience in a strong administration position | ✓ |  | Application |
| Understanding of further education / learning environment. |  | ✓ | Application, Interview |
| Understanding of, and compliance with employment legislation, such as the Health and Safety at Work Act. |  | ✓ | Application, Interview |
| Flexible work approach and strong time management skills. | ✓ |  | Application |
| Excellent planning and organising skills | ✓ |  | Applications, Interview |
| Excellent customer service skills and able to work well independently | ✓ |  | Application, Task |
| Ability to work under pressure and to tight deadlines. | ✓ |  | Application,  Task |
| High degree of competence in the use of a range of IT systems. Ability to oversee tasks concurrently and establish priorities effectively | ✓ |  | Application, Task |
| Commitment to the safeguarding and promotion of the welfare of young people. | ✓ |  | Interview |
| Provide accurate and creative copywriting and proof reading skills, working to deadlines. |  | ✓ | Application, Interview |
| **Personal skills and attitudes** | | | |
| Must accept and actively support the College’s values including equality and diversity. | ✓ |  | Application form, Interview, Task |
| Have initiative and be proactive in solving problems and meeting deadlines. | ✓ |  | Application form, Interview |
| Excellent written and verbal communication skills. | ✓ |  | Interview, Task |
| Good team player and interpersonal and organisational skills. | ✓ |  | Application form, Interview, Task |
| Excellent presentational skills. | ✓ |  | Application / Task |
| Have a genuine interest in young people. | ✓ |  | Application / Task |
| Responsive and flexible attitude to changing needs and demands. | ✓ |  | Application / Task |
| Access to transport to allow visits to organisations in the area, which are not accessible by public transport. |  | ✓ | Application |
| Commitment to on-going professional learning and development | ✓ |  | Application |

**The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the College.**