



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus and Coulsdon 6<sup>th</sup> Form College**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

The facilities at Coulsdon College are exceptional. The College is housed in a stunning three storey university style building that provides students with outstanding learning and practice facilities.

### **World of Work**

Join our vibrant and exciting department:

- The World of Work is situated at the beating heart of Croydon College in light, bright offices – buzzing with excitement and industry
- Join a small but growing team, determined to offer the best possible life chances to all our learners
- Flexible working may be possible by prior agreement

## **JOB DESCRIPTION**

<b>Post:</b>	Work Placement Officer
<b>Reports to:</b>	Senior Work Placement Officer
<b>Responsible for:</b>	Work experience placements
<b>Salary:</b>	£28,000 per annum

### **Overall Purpose Scope:**

Organise, allocate & supervise student placements against agreed standards of competence. To meet all agreed performance and target criteria set by their line manager in relation to the students completing their placements in a timely manner. Building relationships with employers and students and to communicate the contact back to relevant business and curriculum teams. Work in a team ensuring there is a cohesive delivery of workplace assessments in this area and communicate ideas received from student and employer feedback that could enhance the quality of the programme delivery.

You will assist in briefing students and employers on work placement rationale and behaviours at the start of the programme and providing guidance on completion and submission of DBS paperwork. Monitoring and ensuring all students are registered on 'Navigate' and that all relevant documentation is regularly uploaded on the system.

### **Main Duties and Responsibilities:**

1. To ensure a ready supply of suitable work placements for the agreed student cohort. To work with others in effectively matching students with such placements in a timely manner.
2. Contributing to the internal and external quality assurance process
3. To co-ordinate interviews with students and to advise as to completion of the DBS process before the start of the programme
4. Ensure college priorities are embedded in students work placement activities, including requiring the creation of resources in line with specifications and registration and monitoring of student completion on Navigate
5. Ensure the completion of health and safety checks and raise any concerns with the relevant Curriculum Team Leader

6. Deliver an introductory work placements presentation to all students and support students to find appropriate work placements
7. Identification of additional learning needs and communication of findings to the Curriculum Team Leader
8. Advise as to student completion of the DBS application in a timely fashion
9. Maintain employer participation in the World of Work wider offer
10. Maintain awareness of changes to national standards and learning in the workplace in line with the Awarding Bodies and discuss this information with curriculum/delivery staff as required to ensure that all current and future placements offer the required opportunities
11. Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times, and ensure this knowledge is shared with team. This may include attending training and development activities and/or completing 'work experience' to ensure current occupation competence
12. Contribute to the design and implementation of new systems and procedures
13. Attend open events and training to provide advice and guidance to students and assessors
14. Attend relevant meetings across both sites (Croydon and Coulsdon) and externally as required.
15. To meet performance and target criteria and take correct action where necessary
16. Any other duties at the discretion of the WEX Team Leader.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Relevant qualification to minimum of Level 3 or significant relevant experience High level of literacy skills	Evidence of continuing professional development. Information Advice and Guidance qualifications would be an advantage Health and Safety qualification would be an advantage
<b>Experience</b>	Experience of working with young people/FE sector Knowledge of safeguarding and its impact on work placements and work experience Experience of effective team working and promoting relationships between staff, students, and the community/employers	Experience of meeting targets and monitoring progress

<b>Skills &amp; Attributes</b>	<p>Excellent communication skills.</p> <p>A high level of organisational, numeracy and literacy skills.</p> <p>Flexible approach.</p> <p>Customer focused.</p> <p>Logical approach to problem solving.</p> <p>Computer literate including use of Microsoft Office applications.</p>	
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NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.



**Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Closing Date: 11 February 2024**

**Interview / Selection Date: Likely to be Week commencing 12 February 2024**



Investors  
in Diversity

Achieved.  
Valid Until  
August 2025



**PROUD TO BE  
FREDIE**