

JOB DESCRIPTION

POST TITLE:	Work Placement Officer
GRADE:	Harmonised Salary Scale Point 15 – 19 pro rata
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Organising and administering structured placement programmes for students on Health and Safety courses in line with both course and health and safety requirements. Developing and maintaining electronic systems to monitor, record, report and maintain work placement activity, interactions and assessments.
DIRECTORATE:	Business, Professional and Service Industries
WORK ARRANGEMENTS:	15 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. Developing and maintaining positive and business critical links with placement providers in a professional, pro-active, productive and effective manner.
2. Telephone and face to face monitoring of students whilst on placement to ensure that the students' training needs are being met in accordance with course requirements, including identifying the demonstration of required competencies.
3. Processing paperwork for DBS checks – including during interview evenings,
4. Liaising regularly with all tutors and curriculum manager, keeping them informed of placement matters, student updates, progress and performance issues.

DUTIES AND RESPONSIBILITIES

1. Identifying and allocating suitable placements for students in response to course requirements and requests from Programme Teams.
2. Carrying out placement monitoring visits, identification and recording of competencies, and completing paperwork necessary to support students in the workplace and with course requirements effectively and to agreed timescales.
3. Liaising with work placement providers by email, telephone, in writing and through visits to ensure placements run smoothly, that good relations are maintained and that relevant activity can occur unhindered.
4. Providing and updating Placement Supervisor guidelines.

5. Developing and implementing computerised recording procedures.
6. Engaging with employers to discuss, identify and support their training needs and to promote additional provision such as apprenticeships, staff CPD events and full cost courses as required.
7. Exploring and organising work placement opportunities for learners with Learning Disability and Difficulty.
8. Developing and maintaining knowledge of local transport systems in order to provide learners with accessible placements and travel information relating to their placement.
9. Acting as an ambassador and as first point of contact for the Childhood Studies/Safety team by responding pro-actively to problems that may arise for placements, parents, students or tutors while students are on placement and passing on queries.
10. Identifying and contacting new placement providers and conducting risk assessments and health and safety checks as required.
11. Assisting during interview evenings for potential new students.
12. Completing and processing paperwork to enable criminal background checks to be carried out on potential Health & Social Care students and on occasion's volunteer workers such as teacher trainees.
13. Undertaking training as required by the College in order to ensure an up-to-date knowledge of the Childhood Studies/Health and Social Care programme area.
14. Attending and contributing to meetings of the Childhood Studies/Health and Social Care programme team.
15. To comply with all legislative and regulatory requirements.
16. To apply the college's own safeguarding policy and practices and attend training as requested.
17. To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
18. The post holder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
19. To take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Performance and Development Review.
20. To promote a positive image of the College and the work that is carried out across its various services.
21. To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending trainings and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Work Placement Officer	Department:	Business, Professional and Service Industries
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
GCSE English Language grade C or above	E	A
Vocationally relevant qualification at level 3 or above	D	A/I
Assessing Qualifications (e.g. D32/33, A1, TAQA) or willingness to work towards	D	A/I
Health & Safety knowledge with certification	D	A
Experience:		
Experience of DBS Process	E	A
Experience of working at a supervisory level	E	A
Experience of working in a changing business environment requiring a flexible and responsive approach	D	A/I
Experience of assessing and judging learner workplace performance/competencies	D	A/I
Skills/Knowledge:		
Ability to prioritise and work to deadlines	E	A/I
Ability to plan, organise and problem solve	E	A/I
Ability to set up and maintain effective systems and processes	E	A/I
Proficient ICT skills (Microsoft Word, Excel, Access and PowerPoint)	E	A/I
Knowledge of Early Years courses and provision	E	A/I
Ability to identify and make judgements about students vocational competencies	E	A/I
Ability to provide excellent customer service	E	A/I
Excellent communication skills	E	A/I
Qualities:		
Ability to work in a team	E	A/I
A flexible and innovative approach to working	E	A/I
A consistently positive approach in all situations	E	A/I
Willingness to travel regularly between sites	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
Must be prepared to undertake training appropriate to job role	E	I
A Full clean driving licence, unhindered use of a vehicle and ability to travel regularly across different venues and locations	E	I
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	A.Godber	Date Produced:	03/06/2021
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