

## JOB DESCRIPTION

<b>Job Title:</b>	Work Experience Advisor- Maternity Cover
<b>Department:</b>	Student Services
<b>Reports to:</b>	Student Services Manager
<b>Grade:</b>	Scale 5
<b>Location:</b>	Hammersmith Campus with cross site travel

### Key Purpose:

As a Work Experience Advisor you will be responsible for organising mandatory Work Experience Placements for all learners aged 16-19 enrolled onto a Study Programme. You will be working across all of our sites (Hammersmith and Fulham College, Ealing Green College, Southall Community College and Park Royal Construction College) and will be working with up to 1,500 students per academic year.

### Main Duties and Responsibilities:

- To develop and maintain a broad base of employers with whom the department can work with to secure suitable work placements for the students in the departments.
- To work directly with curriculum to ensure students are being allocated meaningful placements.
- To develop and sustain good working relations with existing employers and new employers.
- To prepare students for placements by delivering employability workshops and working with learners on a 1:1 basis.
- To promote Work Experience in a positive and dynamic way.
- To ensure relevant health and safety checks are carried out for each placement.
- To support students in developing soft skills and behaviours in preparation for placement.
- To assist in the organisation of sector specific carers events and projects that are beneficial to the students.
- Administrative tasks such as reporting and ensuring evidence of placements is submitted.
- To assist with any other support duties across the department.
- To undertake CPD as required by the department and College.

### **Method of Working**

The College expects all members of staff to work effectively as part of a team, or teams, supporting staff and students, improving lives through, education, training, skills and development and fostering social and economic success, in line with the College's overall mission.

### **Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Ealing, Hammersmith & West London College staff. It is a prime objective therefore, that all staff will at all times project to the public the image of the College as being keen to assist wherever possible, and committed to the highest standards of delivery and service.

### **Equality and Diversity**

West London College regards the promotion, embedding and effective implementation of the College Equality and Diversity Policy as a shared fundamental responsibility for all colleagues.

### **Safeguarding**

West London College is committed to safeguarding and prioritising the welfare of children, young people and vulnerable adults and expects all staff to share this commitment at work.

## PERSON SPECIFICATION

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A = Application Form C = Certificate I = Interview	P = Practical Assessment R = References T = Test	Essential or Desirable (E or D)	Method of Assessment
<b>Approach/Values</b>			
The ability to adopt an <b>Ambitious</b> approach – using <b>Innovation</b> and creativity to realise the College’s vision		E	A, I
A demonstrable track record of accepting <b>Accountability</b> and taking responsibility for outcomes		E	A, I
A commitment to <b>Inclusion</b> – demonstrating an open, welcoming and supportive attitude to Colleagues and Students		E	A, I
The ability to act with Integrity by displaying a fair, open and honest approach		E	A, I
Commitment to the safeguarding of all students in the College and in the workplace		E	A, I
Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery		E	A, I
<b>Experience</b>			
Previous experience working within an Educational or Business Development setting or similar		E	A, I
Experience working with Study Programme learners		D	A, I
Experience working to targets		E	A, I
<b>Education</b>			
Level of Maths & English Qualifications relevant to the post		E	A, I
<b>Skills &amp; Abilities</b>			
Highly motivated		E	A, I
Must be confident and have the ability to talk to large groups of students in a classroom setting		E	A, I
Must be able to develop strong relationships with Employers, Colleagues, Curriculum Staff and Students		E	A, I
Must have the ability to handle a large case load of students and placements		E	A, I
Must be able to work in a fast-paced environment		E	A, I
Strong communication and computer skills		E	A, I