

Job Title: Early Years Work Placement Officer

Responsible To: Head of Early Years



Purpose of the Role:

- To undertake work place observations and assessment for substantive work placement students in accordance with the requirements of Early Years T Level requirements and other qualifications in the early years department
- Understand the requirements of effective assessment for Early Years T Levels and be a key part of the process in agreeing and communicating SMART targets with employers and students on work placement
- Ensure students have successful professional skills records for Qualification Requirement qualifications
- Support students to access quality work placement opportunities for all types of work placements
- Provide a robust review process that monitors the student's progress against either the course unit or the agreed SMART targets
- To deliver excellent customer care to local and regional employers providing a 'one stop shop' for all initial enquiries and ensuring that all interactions with the College are tracked and responses to through effective relationship management
- Meet mandatory and non-mandatory targets as set by the College for work placement, experience and work related activity

Duties:

1. To work supportively in the development and delivery of work placement, experience and learning systems that support continual growth and the ability to meet new challenges and initiatives
2. Contribute to a regular review of monitoring systems to ensure they are developed and maintained as fit for purpose, provide clear evidence of all aspects of activity and input the required data for reporting purposes
3. Provide all agreed evidence and data in a timely manner for internal purposes such as quality checks, audit of evidence for completion of work activity and key performance indicators
4. Track and monitor the progress of all students on caseload and set up action plans to improve progress when this is not being met

5. Be proactive in alerting line management to concerns arising in a manner that ensure action to support the student to achieve can be implemented
6. Undertake all training to operate systems and software relevant to work experience
7. Ensure records are accurately and appropriately completed at all times for work placement, particularly Health and Safety, DBS, unit assessment plans, employer agreements and student reviews
8. Using the Grofar system to effectively procure feedback from all stakeholders to ensure a quality improvement cycle
9. Work with the wider FAB Futures team to ensure the effective delivery of the 3 core strategies, Careers and Employability, Work Experience, and Progression and Destinations
10. Support the WEX team to deliver bespoke events and activities that raise awareness about the importance and benefits of work experience
11. Participate and support all events around the core strategies e.g. Careers Fairs, Employer Talks, Recruitment Events
12. Work with the line manager and WEX team to create relevant support materials for curriculum and for promotion in general to the student body e.g. TV promotions, posters, presentations, social media and case studies
13. Work on own initiative to meet challenging targets and undertake a caseload of activities in order to achieve set KPIs in line with the guidance of your manager
14. Identify own training needs and participate in staff development activities in consultation with your manager to keep abreast of developments in the principal area of work
15. Ensure that safeguarding learners and the Prevent agenda is at the heart of all activity undertaken by yourself and the wider work experience team
16. To follow strictly the requirements of the College's Health, Safety and Environment Policy and Equality and Diversity Policy
17. You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required. This will include but is not exclusive to, work within the Employer Engagement and Apprenticeships teams

Required Qualifications

- Minimum GCSE Maths and English grade C qualifications or above or equivalent
- Level 3 vocational qualification in Early Years/Childcare

- Level 3 Assessor qualification or Learning and Development Qualification
- Must hold a current driving licence and have access to a car for travel to meetings/visits/assessments/observations

Required Knowledge and Experience

- Appropriate working knowledge of Microsoft Office
- Knowledge of Health and Safety in the workplace and of carrying out risk assessments in the workplace
- Knowledge and experience of assessing young people and adults within the workplace
- A working knowledge of Equality and Diversity issues relevant to this role
- Experience of customer service
- Knowledge and experience of maintaining records and undertaking robust reporting methods
- Experience of using early intervention methods to improve outcomes
- Knowledge and experience in the use of a variety of software packages

Desirable Knowledge and Experience

- Good understanding of the needs of employers, and experience of a sales environment would be useful

You will be required to travel frequently to meet with clients and partner organisations. You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

This is description of the job as it is at present, and is current at date of issue. This job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

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.