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**JOB DESCRIPTION**

**Job Title: Work Placement Coordinator**

**Reports to: Head of Department**

**Direct Reports: None**

**Overall Responsibilities:**

* To ensure high quality placement provision is provided to students studying on Sport, Uniformed Public Services and Travel courses

**Main Duties:**

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| 1 | To fully comply with health and safety procurement standards according to relevant FE funding agencies. |
| 2 | To ensure all placement providers are fully committed and able to provide relevant supervision in a healthy and safe environment |
| 3 | To ensure safeguarding and health and safety procedures are adhered to at all times and take appropriate action to address concerns |
| 4 | To work closely with the teaching team to generate high quality work placement opportunities |
| 5 | To deal with enquiries from employers and students in person, via telephone email and online applications |
| 6 | To meet with groups of students to inform of placement requirement and pre-placement training. |
| 7 | To fully comply with relevant awarding body requirements in regard to work placement and the methods of assessment involved |
| 8 | To monitor students’ progress on placement, setting SMART targets for further development and opportunities |
| 9 | To provide progress feedback to tutors and dedicated placement supervisor  |
| 10 | To maintain compliance and report to manager any concerns promptly |
| 11 | To carry out work-based visits and reviews in a timely manner |
| 12 | To liaise with colleagues to ensure consistency and clarity in communicating information about work experience to students and parents / guardians |
| 13 | To regularly review placement policy and feedback to team |
| 14 | To work to Bedford College procedures and quality standards |
| 15 | To maintain effective database and records on placement practices  |
| 16 | To review and update documentation to improve communication and compliance |
| 17 | To prepare and produce documentation for audit and inspection |
| 18 | To keep up to date with issues relevant to area of work |
| 19 | To carry out any other associated duties as requested by the line manager |

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

**Date prepared: 18th November 2021**

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# PERSON SPECIFICATION

**Job Title: Work Placement Coordinator**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * Level 3/4 qualifications
* English and Maths or similar at GCSE grade A-C or equivalent
* Willingness to work towards health and safety in the work place qualifications
 | * H & S in the workplace qualification
* Safeguarding training
* Equality and diversity training
* ECDL or ITQ Level 2 or equivalent
* Assessor qualification
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| **Knowledge/ Experience** | * Previous experience of handling enquiries and contacting employers and external agencies
* Knowledge of Health and Safety at Work Act and HSE standards
* Evidence of high performance in previous roles/jobs
* Experience of working effectively with people from diverse backgrounds
* Evidence of understanding how to promote equality and diversity within the job role
 | * Previous experience of working for a Work Based learning/Training provider
* Knowledge and experience of Safeguarding
* Knowledge and experience of Equal opportunities
* Experience of working effectively in a customer focussed environment
* Ability to apply HSAW to work placement opportunities
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| **Skills/Abilities** | * Ability to consistently provide accurate guidance to employers, students and colleagues on work placement opportunities
* Ability to Keep accurate records and provide reports
* Ability to solve problems and deal with challenging situations
* Commitment to continually updating personal knowledge and skills to increase effectiveness
* Ability to form and maintain positive working relationships with colleagues, apprentices and employers
* Ability consistently to create a welcoming and supportive environment for students and/or customers
* Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution
* Ability to promote the College’s outstanding reputation and carry out College business appropriately and professionally at all times
* Ability to communicate effectively and confidently face to face, on the telephone and in writing
 | * Ability to manage caseloads and prioritise work
* Ability to carry out health and safety checks for apprenticeship placements
* Ability to present information to a wide range of audiences
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| **Special Requirements** | * Must have full clean driving license and use of own vehicle for work purposes with appropriate insurance
* Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns
* Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults
* Willingness continuously to update skills and knowledge
* Flexible approach to work and working times
* Willingness to work at all locations where Bedford College provides a service
* Awareness of health and safety requirements relevant to the job
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