**Job Description:**

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| **Post:** | *Work Placement Coordinator* |
| **Salary Grade:****(Fixed Point)**  | *Grade 3 Point 11 – FTE £21,613.84 per annum*  |
| **Responsible to:** | *Learning Manager (Work Based Learning)*  |
| **Responsible for:**  | *Work experience and Industry placements* |

**Key Purpose:**

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| **1** | To deliver an outstanding work experience and industry placement provision, and ensure compliance from all curriculum areas to include this as a formal part of study programmes |
| **2** | The support, assessment and tracking of individual learners in the workplace on Industrial Placement and other work-based training opportunities |
| **3** | To maintain databases and ensure administrative duties are adhered to with regard to insurance, health and safety and DBS checking where relevant. |
| **4** | To coordinate the provision of work and volunteering placements for all students as directed |
| **5** | To conduct quality assurance checks on all students on Industry Placement and to follow quality assurance procedures |

**Key Responsibilities and Accountabilities:**

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| **A**  | Develop and deliver an outstanding provision that is highly responsive to all stakeholder needs while remaining fully compliant with relevant legislation, audit requirements, financial regulations and funding guidelines |
| **B**  | To liaise with Account Managers to help with sourcing employers for WEX and Industry Placements |
| **C**  | Promotion of WEX and Industry Placements to curriculum, to ensure there are improvements in participation levels, and these improved levels are maintained. |
| **D**  | To compile reports for the Head of Faculty on participation levels in WEX and Industry Placements to ensure adherence across the whole curriculum, and report on study programmes where participation is low |
| **E**  | Contribute to tutorials as and when required to support all work-based opportunities |
| **F**  | Respond to student enquiries and issues with regard to placements, offering support, guidance and help to contribute to an outstanding learner experience.  |
| **G**  | To carry out all support aspects of the Industry Placement including tracking, monitoring, mentoring and coaching of all students |
| **H**  | Liaise with tutors to agree and review learning objectives for learners and employers (including setting of work-based project) |
| **I**  | To support the timely achievement of all learners completing their Industry Placement |
| **J**  | Ensure the completion of regular progress reviews with Learners and Employers to an agreed timescale |
| **K**  | Liaise with Account Managers and complete Health and Safety Employer Audits and where applicable |
| **L**  | Ensure an accurate and sufficient record is kept of the student’s progress against the agreed learning objectives including completion of placement log |
| **M**  | Develop and deliver training/coaching sessions (small groups and one to one) as appropriate to learner needs |
| **N**  | Maintain all learner and employer systems and databases (Navigate and CRM) |
| **O** | To assist Account Managers recruitment of new employers for work-based opportunities when required |
| **P** | Attendance at promotional events to promote the engagement of learners and employers in the services of the College |
| **Q** | Support the Internal Quality Assurance processes of the College in line with your job role and qualifications |
| **R** | Any other duties related to employer-facing provision as directed by your line manager |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in performance management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people, and vulnerable adults.  |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that this meets quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |
| **8** | Responsible for Student Success Rates, Retention, Attendance and Achievement |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING**  | **Essential**  | **Desirable**  |
| i  | Qualified at Level 2 in English and Maths |  E |  |
| ii  | Preparing to Teach in the Lifelong Learning Sector (PTLLS) |  | D  |
| iii  | Teaching qualification |   |  D |
| iv  | IQA qualification |   |  D |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |   |   |
| v | Proven assessor experience  |  | D  |
| vi | Recent industry knowledge | E |  |
| vii | Understanding of current FE funding and delivery programmes |  E |   |
|  | **SKILLS & ATTRIBUTES**  |   |   |
| viii | Ability to engage with employers and learners | E |   |
| ix | Effective verbal and written communication skills | E  |   |
| x | Literacy, Numeracy and ICT skills at level 2 or above and capable of supporting Functional Skills delivery | E  |   |
| xi | Ability to travel independently and in a cost and time effective manner to meet employer and learner needs  | E  |   |