

JOB DESCRIPTION

Job Title: Work Placement Coordinator

Reports to: Deputy Head – Student Experience & Progression

Direct Reports: None

Overall Responsibilities:

- To ensure high quality placement provision is provided to students studying at The Bedford Sixth Form

Main Duties:

- 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: March 2018

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> English and Maths or similar at GCSE grade A-C or equivalent Willingness to work towards health and safety in the work place qualifications 	<ul style="list-style-type: none"> H & S in the workplace qualification Safeguarding training Equality and diversity training ECDL or ITQ Level 2 or equivalent Assessor qualification
Knowledge/ Experience	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
Skills/Abilities	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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

	<p>appropriately and professionally at all times</p> <ul style="list-style-type: none"> • Ability to communicate effectively and confidently face to face, on the telephone and in writing 	
<p>Special Requirements</p>	<ul style="list-style-type: none"> • 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 	