**Work Placement / Experience Officer Foundation Studies – Supported Employment**

**Job Description**

## Main Purpose of Job

The appointee will be responsible for the supervision and organisation of work placements for all identified students in specialist provision.

The role will involve working with young people with Inclusion needs (SEN) and local employers to develop links and create opportunities to provide meaningful work experience opportunities.

**The role will help students to:**

* Identify suitable work placement opportunities,
* Understand their skills and abilities and work readiness.
* Develop relevant employability skills,
* Know how to use relevant equipment,
* Know how to dress and prepare uniforms,
* Deliver travel training etc.

**The role will help employers to:**

* Build relationships with Foundation Studies Learners
* See potential in some of our complex students.
* Offer advice and training on inclusion needs to mentors and other staff
* Explain job coaching and job carving to meet individual’s needs
* Support the development of reasonable adjustments to help prepare for inclusive employment opportunities.

You must be passionate, committed, creative and have strong values about employment opportunities for young people with Inclusion Needs (SEN). This role is essential in helping the individuals to maximise their potential to be a competent and high performing employee. The key aim of the role is that ultimately young people with SEN will acquire the skillset to gain paid employment.

**Key accountabilities**

**Support**

Support is provided for each student in line with their individual needs, this could vary from intensive 1:1 support from home to placement and return, for a prolonged period of time or monitoring checks in the workplace to ensure progression is being made.

All support will be provided on site with an employer, in the community or on occasion assisting in the classroom.

* To have full knowledge of the student and their support needs.
* To support the students on the job to learn the tasks/duties and core skills that are required for each role.
* To create resources/materials to assist in the learner’s progress.
* To collate evidence from placements to support the tutor and the students in achieving their qualifications and tracking their holistic progress over time.
* To monitor and record student progression.
* To set and review individual targets for students, feeding back regularly to both the employer and the student about progress made.
* To assist in the creation of CV’s, vocational profiles, and developing inclusive interview techniques for employers and preparing students.
* To be creative in problem solving and use initiative to overcome any issues the student or employer may encounter while on work placement.
* To support students with travel training and route training.
* To support the student to achieve permanent employment outcomes.
* To support departmental leadership team with managing the work placement budget.

**Administrative Duties**

* To create Placement Profiles to define the requirements of the work placement opportunity.
* To be fluent in the use of Training and Systematic Instruction (TSI) to be used where applicable for student training purposes.
* To develop risk assessments for each student on placement in collaboration with the employer and the college Health & Safety Officer.
* Adhere to college processes and systems.
* To manage personal and student schedules.

**Communication**

* To regularly report to departmental leadership team on progress of all students on the work placement and internship programmes.
* Communicate with students and circles of support to understand their goals and aspirations.
* Communicate with employers to understand their requirements and to ensure that they are fully always informed.
* Communicate with parents/carers to ensure that they are fully informed at all times.
* To ensure that personal and student schedules are shared with relevant staff.

**Personal Development**

* To undertake continuous professional development as required and requested.
* To keep up to date with local, regional and national priorities.
* To keep abreast of any legislation in relation to the role.

**Additional Duties**

* To positively promote the college at events as required.
* To promote and safeguard the welfare of young people and vulnerable adults at the college.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.
* To attend internal and external meetings commensurate with the requirements of the role.
* To work closely with the local authority and other relevant stakeholders commensurate with the requirements of the role.
* To keep-up to date with the local labour market information and trends.

**Work Placement Officer (Special Educational Needs Specialist)**

**Person Specification**

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| **Qualifications** | **Essential / Desirable**  |
| To be a qualified Job Coach (L3) or willing to work towards | Essential |
| Relevant qualification to minimum of Level 3 or significant relevant experience  | Essential  |
| High level of literacy skills | Essential  |
| Ability to work with Excel & Word  | Essential  |
| Evidence of continuing professional development | Desirable  |
| Information Advice and Guidance qualifications (Level 2 or Level 3) would be advantage | Desirable  |
| Health and Safety qualification would be an advantage | Desirable  |
| **Knowledge/Experience** | **Essential / Desirable**  |
| Experience of working with young people with Inclusion Needs (SEN).  | Essential  |
| Knowledge of safeguarding and its impact on work placements and work experience  | Essential  |
| Experience of meeting targets and monitoring progress  | Desirable  |
| Experience of effective team working and promoting relationships between staff, students, and the community | Essential  |
| **Skills/Attributes** | **Essential / Desirable**  |
| Excellent communication skills. | Essential  |
| A high level of organisational, numeracy and literacy skills.  | Essential  |
| Flexible approach. | Essential  |
| Customer focused. | Essential  |
| Logical approach to problem solving. | Essential  |
| Computer literate including use of Microsoft Office applications. | Essential  |
| **Additional Requirements** | **Essential / Desirable**  |
| The successful applicant must hold a full, clean driving licence and their own transport. | Essential  |
| Ability to travel as required. | Essential  |
| Willingness to work flexible hours. | Essential  |

**Post Information**

* This post is for 37 hours per week, term time only plus 2 weeks.
* Salary: £22,587 - £23,223 pro rata (actual salary £19,752- £20,308 approx.)
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.