

JOB DESCRIPTION

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| Post: | Industry Placement Coordinator |
| Responsible to: | Quality Lead |
| Pay Band: | 6 |

JOB PURPOSE

'T levels' are new technical study programmes that will sit alongside Apprenticeships within a reformed skills training system. The reforms are at the heart of a skills partnership between government, business and education and training providers – a partnership that will create the skills revolution needed to meet the needs of our economy. (Department for Education)

The key aims of the role are to:

- Support students following T Level programmes to secure a substantial Industry Placement with an employer, to help them to put into practice the knowledge and skills they have learnt in the classroom.
- Assess students' knowledge, skills and behaviours development in the workplace

MAIN TASKS

To work as a Industry Placement Coordinator working one to one, in small or larger groups.

- Ensure that all Industry Placements meet in full the Industry Placement principles and development of working practices
- Develop strong and sustainable relationships with employers within particular industry sectors including researching relevant industry sectors so that the Industry Placements are meaningful and relevant to students' future career plans.
- Support T Level students at all stages of their Industry Placement journey including developing their career plans and therefore identifying appropriate and specific industry sectors.
- Support students to secure meaningful Industry Placements with relevant employers, ensuring that students are effectively matched to available placements.
- Act as the main point of contact with the College for the employer; and be the primary contact for either the employer or student to raise any issues that may arise during the placement.
- In consultation with students and employers, set specific aims and objectives for the Industry Placement and record this using College systems.
- Monitor progress against Industry Placement objectives, assess the key skills, knowledge and behaviours developed and record using College systems.
- Seek evidence that learning has taken place, review each learning opportunity for effectiveness and take appropriate action to improve the learning opportunity.
- Visit the students at their placement and be in regular contact with the employer and student to ensure that progress is continually being made against the pre-agreed objectives. All monitoring visits and interactions to be recorded using College systems.

- At the end of the placement meet with the employer and student to reflect on the placement and sign-off that the agreed objectives have been met in full.
- Successfully manage the health and safety of Industry Placements by ensuring close cooperation between all parties, particularly between the College, students and employers.
- To be a listener, facilitator for learning, motivator, advocate and role model.
- Network with other mentors and staff and refer students to appropriate professionals both within and outside college.
- Support students in the development of their learning and employability skills.
- Assist in the arrangement of appropriate support at any time during the Industry Placement process, which may be a member of staff or specialist equipment/services
- Create an environment that enhances the student experience and supports the development of the college community
- Treat all data and personal information in the strictest confidence.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

| | Essential criteria | How assessed |
|----|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1 | A relevant level 3 qualification or higher | Application form, certificates |
| 2 | Advanced communication skills | Application form, interview |
| 3 | Confident in dealing with students, staff, parents and employers | Application form, interview |
| 4 | Experience of developing relationships with employers in relevant industry sectors | Application form, interview |
| 5 | Experience of providing support for students in an education or working environment | Application form, interview |
| 6 | Experience of preparing Health and Safety Risk Assessments | Application form, interview |
| 7 | Experience of working successfully as a member of a team | Application form, interview |
| 8 | Level 2 or equivalent in literacy and numeracy (or willing to qualify) | Tests at interview |
| 9 | IT literate with experience of using and managing databases | Application form, interview |
| 10 | The ability to use own initiative in the solution of problems | Application form, interview |
| 11 | Good organisational skills | Application form, Interview |
| 12 | The ability to work to deadlines | Application form, interview |
| 13 | The ability to take responsibility for several jobs simultaneously, and see them through to completion | Application form, interview |
| 14 | Awareness of the need to protect confidential information | Application form, interview |
| 15 | Can demonstrate knowledge and understanding of Safeguarding/Prevent issues relevant to the post | Application form, interview |
| 16 | Must be able to visit employers in multiple locations | Application form, interview |
| 17 | The successful post holder would be expected to have a flexible approach to their work including some evening and weekend work. | Application form, interview |

It is **desirable** that the post holder has:

| | Desirable Criteria | How Assessed |
|---|----------------------------------------------|-------------------------------------------|
| 1 | Workplace Health and Safety Qualification | Application form, interview |
| 2 | Assessor qualification | Application form, certificates, interview |
| 3 | Ability and willingness to drive the College | Application form, certificates, |

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| minibus | interview |
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CONDITIONS OF SERVICE

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| Pay band: | 6 |
| Payment: | Monthly payments direct to bank via BACS |
| Holidays: | 24 days rising to a maximum of 29 days, plus public holidays |
| DBS: | All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request. |
| Pension | Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish |

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.