

College of Haringey, Enfield and North East London

Job Description and Person Specification

Post:	Work Placement Officer
Contract:	Fixed Term contract- Maternity Cover
Hours:	37
Reporting to:	Head of School
Responsible for:	Work placement
Grade:	Scale 6- Business Support
Salary:	£24,934 – £30,297

Key Purpose

To source, identify and gain suitable work placement opportunities for students, to include coordination, monitoring and evaluation of these work placements. Make excellent connections with employers to maximise the student's opportunity for sustainable employment or other progression opportunities

Main Duties and Responsibilities

- Organise and coordinate an agreed caseload of students to source, plan, monitor and evaluate impactful and meaningful work placements by:
- Liaising with the relevant curriculum based staff in order to ensure forward planning of work placements
- Assist in the learning activities so that students are prepared for their Work Placement.
- Match students with employers using information gained from curriculum based staff and Careers Coaches
- Respond to first line enquiries from employers, students and parents/guardians regarding placements
- 1.4 Keep accurate records of Work Placements, ensuring there is sufficient evidence to meet the funding requirements
- Monitor student progress and visit students throughout their work placements
- In collaboration with Curriculum Teams, Business Development Team and the Careers Team, establish and maintain effective productive working relationships with employers and their staff.
- Act as a conduit between employers and the college ensuring that all business leads are referred to the appropriate college nominee and the college is kept informed on trends and business requirements.

- To maintain an up-to-date knowledge of LMI and LEP priorities
- Contribute to the College's market activity, to include outreach delivery to promote the College's provision.
- Work as part of the wider Learner Partnership Team, to include participation in meetings, planning activities and staff development. Provide cover throughout the wider team where necessary.
- Adhere to all College policies including the current data protection act and computer misuse act treating all data as confidential.
- Advise the Careers Coordinator of any key issues that are or could impact on the quality of service delivered.
- Adhere to the Risk Management Policy and notify the line manager of any identified risk.

Other Duties and Responsibilities

Liaise with Curriculum manager and Course teams to carry out the following duties:

- Contact employers and identify suitable work experience opportunities for learners and place learners with employers.
- Empower learners to undertake own work experience search wherever possible.
- Assist learners in the preparation for work experience and completion of CVs, letters and application forms
- Act as liaison officer between learners and potential employers.
- Arrange interviews with placement providers on behalf of learners where this is required.
- Obtain constructive feedback following interviews and applications submitted.
- Keep an up to date database of vacancies and employers.
- Display vacancies clearly for learners to access to encourage take up by learners.

Duties in relation to employer liaison

- Establish and maintain detailed database of employer contacts for work experience placements and internships
- Liaise with Head of School to establish and co-ordinate employer forums.
- Establish and maintain working relationships with employers.
- Keep employers informed of any issues relating to learners on placement.
- Identify and support with additional training opportunities for employers as appropriate and directed by line manager, in line with business needs

Health and Safety

- Carry out initial Health and Safety/safeguarding checks on employer's premises.
- Complete paperwork in relation to Health and Safety as detailed in Work Experience procedures.
- Carry out Disclosure and Barring Service check and maintain related records for learners if required
- Give advice and guidance to employers on areas, which do not meet Health and Safety requirements and report any concerns to the CM.
- Monitor Health and Safety on employer's premises in line with Work Experience procedures.
- Liaise with Curriculum Manager and Head of School to ensure the College meets Health and Safety requirements as laid down by funding bodies.

General

- Attend employment and networking events to promote the College.
- Build effective working relationships with all Schools and centres within the College.
- Market learners effectively to potential employers.
- Attend open day/evening sessions and other promotional and marketing events to promote recruitment for the school
- Submit weekly progress report to the Curriculum Manager
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- Maintain accurate records in a timely and confidential manner of all learner activity in relation to work experience.
- Accurately complete all work experience paperwork within deadline and pass to relevant tutor for inclusion in learner's personal file.

Expectations of the Post Holder

- To promote the corporate image of the College and all College policies in particular those relating to Equal Opportunities, Health and Safety and Financial Regulations.
- To actively develop yourself through staff development and training activities and to review performance with line manager.
- To undertake any other duties consistent with the key objectives and/or duties of the post.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.

2. The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

QUALIFICATIONS	Good general standard of education. A relevant Health and Safety qualification or the willingness to work towards one
EXPERIENCE	A proven understanding of Further Education and Higher Education sector. Demonstrable experience of working with groups of student's Demonstrable experience of working with employers
KNOWLEDGE AND SKILLS	A good communicator at all levels. Able to give presentations to large groups of people, for example, students or colleague professionals. Be able to establish excellent working relationships with staff and external stakeholders at all levels
TRAINING	A willingness to undergo any further training or development as, or when, appropriate.
PERSONAL QUALITIES	Outgoing and cheerful personality and disposition. High level of self-motivation and initiative with the ability to seek advice and assistance if necessary. Excellent interpersonal skills with the ability to communicate effectively with students, stakeholders and staff at all levels an organised, methodical and flexible approach to work. The ability to get on with people and work as a member of a team. Ability to stay calm and use persuasion at times in dealing with conflict or highly pressured situations. Ability to be a 'good ambassador' for the College