



About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

JOB DESCRIPTION

T Level Industry Placement Adviser

Job Purpose: The T Level Industry Placements programme is funded by the Department for Education. As an Adviser on the implementation of Industry Placements, this role will work with a caseload of 2021 and 2022 T Level providers to create individualised support plans and deliver high quality events to share good practice.	
Department / Directorate	Projects / Professional Services
Business Unit	AoC
Reports To	Manager – Industry Placements Implementation
Role Level	Middle Management
Contract Type	Fixed term – Full time until August 2023

People Management	None
Monetary and Risk Responsibility	Risk Management: None
External Key Contacts	Stakeholders and college Principals, Directors and Managers.
Internal Key Contacts	T Level Provider Readiness Team, Industry Placements Team, Transition Programme Team, Policy Team, Projects Team, Area Directors.

Key Accountabilities & Responsibilities

1. Provide support to a caseload of T Level providers to support them with the delivery of high-quality industry placements.
 - a. Provide proportional relationship management to providers using a caseload system. This will consist of face to face visits, 1:1 phone support, and facilitation of events.
 - b. Provide advice and guidance to providers on good and innovative practice in Industry Placement planning, implementation and delivery.
 - c. Develop a strong knowledge and understanding of different provider approaches at a national level in a variety of different provider settings to enable you to share good practice with your caseload.
 - d. Be confident in offering providers evidence-based solutions to any challenges which they may face.
 - e. Collate feedback on providers' progress to produce high quality written reports for the Department of Education which identify key themes, challenges, and successes.

2. Contribute to the design and delivery of events by;
 - a. Identifying common challenges across providers to inform event design.
 - b. Developing content for events.
 - c. Facilitating learning, training, peer support and networking events with a particular focus on bringing groups with similar challenges together.
 - d. Facilitating sessions which pull out innovative ideas and good practice to share nationally.
 - e. Collating learnings and feedback from providers' progress to share more widely.

3. Contribute to the development of practitioner materials including case studies and guidance resources.

- a. Researching and developing case studies of different approaches. These will be used to promote good practice nationwide.
 - b. Fast-paced analysis of challenges and learning and sharing that data with relevant stakeholders.
 - c. Writing guidance materials of lessons learned and good practice for providers.
4. Work with a range of stakeholders to ensure the project is delivered on time, to a high standard:
- a. Contribute to monthly and termly reports.
 - b. Build successful relationships with stakeholders such as senior leaders in education.
 - c. Analyse and interpret complex data and information.
 - d. Liaise with stakeholders such as the DfE and ESFA to ensure support is aligned across organisations.
5. Other
- a. A high degree of flexibility to react to requests for other activities and tasks.
 - b. Lead and contribute to regular team meetings and development days.
 - c. A willingness to work across all three T Level programmes to support colleagues and ensure lessons are implemented across them.
 - d. Respond to and contribute to requests from an external evaluation body who will assess all aspects of the programme.

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/ measured during the recruitment process. *Key: A = Application; I = Interview; T = Test*

Education/ Qualifications/ Professional Bodies	Assessment
<i>The following are examples that should be removed if not essential</i>	
GCSE English GCSE grade C and above, or equivalent	A
Knowledge, skills, ability and experience	
Experience of preparing to or implementing Post-16 work experience or Industry Placement policy changes within the education sector.	A/I
Knowledge of Post-16 educational sector policy landscape and its study programmes.	A/I
Experience of managing the provision of external work experience and industry placements within a post 16 educational provider setting.	A/I
Experience of working closely with different stakeholders such as Curriculum teams, Industry Leads, Learner Services, Support teams and Employers, to ensure high-quality Work Experience and/or Industry Placement experience for learners and employers.	A/I

Recent experience of developing employer links to increase opportunities for work experience, industry placements, career and work-related learning.	
Knowledge of Work Experience and Industry Placement quality assurance and implementation processes: such as central recording of Health and Safety suitability checks for external work experience and industry placements, risk assessment practices and ensuring accurate and detailed recording of placements, as required by the ESFA and internal reporting.	A/I
Experience of developing a variety of provision support resources which prepare students for industry placements.	A/I
A knowledge and understanding of student tracking and monitoring methodologies through their work experience and industry placements, and liaising with Employers and College staff on monitoring students' progress.	A/I
Quality assurance: Able to review and refine the work of peers to ensure high standards are maintained.	A/I
Writing: Able to write to a high professional standard that can be easily understood.	A/I
Communication: Able to communicate articulately with providers through phone, email, video conferencing and face to face.	A/I
Proactive problem solver: the ability to find ways of solving or pre-empting problems.	A/I
Relationship development: Able to build strong professional relationships at pace with senior leaders and strategic stakeholders.	A/I
Team player: Able to build very good relationships with colleagues; easy to work with.	A/I
Well-organised: Able to manage multiple tasks and activities and help providers to meet deadlines.	A/I
Thorough: Able to keep accurate records of project details, records and data. Able to manage own caseload.	A/I
Facilitation: Can deliver workshop content and facilitate discussions.	A/I
Adaptable & Flexible: Able to react to new requests from our team, providers and our project partners.	A/I
Computer confident, good skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint, and the use of media monitoring services (or the ability to pick them up quickly)	A
Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues	A / I
Demonstrates an interest in further education	A / I

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.