

**14 to 19 Curriculum**

**JOB DESCRIPTION**

**Post Title:** Industry Placement and Careers Advisor 0.5 FTE ( maternity Cover)

**Responsible to:** Head of 14 to 19 Curriculum

**Status:** Business Support

**Salary:** From £26,009 (SCP22) to £29,193 (SCP26) per annum pro rata

(Depending on qualifications and experience) Job Family group 4

**Part Time:** 0.5FTE 18.5 hours per week Fixed term until 31 July 2025

**Closing Date: Friday 3rd May 2024**

**Interview Date:** TBC

**If you have not been contacted within 14 days of the closing date of the position, you should assume that, unfortunately, on this occasion your application has been unsuccessful.**

The information given below is intended to provide an outline of the workload of the job and its role within Preston College.

The job description outlines the main duties in general terms only and is not intended to be prescriptive.

The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**MAIN PURPOSE OF THE JOB**

Preston College is pleased to be able to offer the position of a 0.5 FTE Industry Placement and Careers Advisor to work within an established team who source and monitor the college’s Industry Placement for learners with employers as part of their study programme. The post holder will be part of a team of staff who in conjunction with placing learners, will also deliver high quality Careers Information, Education, Advice and Guidance. The post holder will be integral to the learner experience and the success of procured and matched Industry Placements.

The Industry Placement and Career Advisors will support employers with their knowledge and understanding of T level programmes and prepare learners in readiness for their placement through workshop sessions and 1:1 meetings. The post holder will also have a good understanding of the Health and Safety aspects of placements, gathering information and certificates for hosting employers. The post holder will promote and support learner progression through the delivery of bespoke IAG and Careers Advice for learners as required. Develop and implement initiatives that raise the profile of Industry Placements, campaigns and materials to increase awareness of progression opportunities for learners and raise the aspirations of the student body. The successful candidate will work to increase the opportunities available to students, which could be both in the workplace and virtual, to undertake work experience and Industry Placements by identifying, arranging and reviewing placements, conducting all associated administrative tasks in line with college quality assurance and audit requirements. As the Industry Placement and Careers Advisor role is integral to the learners journey the team will be present at engagement opportunities, supporting a variety of mediums including Advice Evenings, Careers Fairs, Interview Evenings, Group Delivery and 1:1 meetings,

The success of the role will be judged on the quality and volume of external Industry Placements undertaken by students, as well as the development of careers understanding, employability skills and rates of progression.

**THE PRINCIPAL DUTIES AND RESPONSIBILITIES OF THE POST INCLUDE:**

* Support the Head of Curriculum in the delivery of the Industry Placement and work placement cycle throughout the academic year and be instrumental in the shaping of future work placement opportunities and plans
* Work alongside the wider team of 14 to 19 Recruitment and Progression and careers advisors, to ensure high quality customer service which maximises learner progression, enhances the college reputation and ultimately supports curriculum growth
* Liaison with local employers to secure Industry Placement and work experience opportunities.
* Work with college teams to secure extended work experience opportunities and provide leads for Apprenticeship opportunities.
* Understand the career options for individuals and sign post to other supporting areas of the college
* Maintain all records relating to work placements (students, employers, H&S, Risk assessments, DBS, safeguarding etc.)
* Liaise with Heads of School, Curriculum Leaders, Health and Safety and Support Staff with regards to the planning and execution of Industry placements
* Ensure that appropriate Health and Safety checks are carried out in preparation work placement and oversee the wider team health and safety checks
* Organising, monitoring and administering Industry placements and progression opportunities for learners, establishing new placement opportunities to meet students and curriculum need in liaison with tutors
* Be proactive in contacting a variety of placements/employers in the local area to source potential Industry Placements within an appropriate timeframe and continuously develop and maintain effective relationships, keeping a data base of employers.
* Checking and maintaining the health and safety of students on placements, adhering to central college processes and documentation for Industry Placements, sharing data and good practice as necessary.
* Liaison with learners and tutors to ensure learners are prepared for placements and that the placements meet the needs of the learner and organisation
* Visiting providers and learners on Industry Placement to ensure that everything is running smoothly
* Utilising Connect and ProMonitor college systems for communication and tracking purposes.
* Communicating effectively with students, parents and curriculum staff to ensure that information about placements is fully understood
* Working closely with College Managers and/or key contacts within the curriculum areas to agree and plan for effective and appropriate Industry placements for students
* Document, update and maintain records of Industry placements arranged, sourced and completed, writing reports as and when requested. .
* Support learners with targeted and informed IAG which will support them in their sector career pathways
* Maintain knowledge of current working practices and educational reforms changes which impact on the Industry placement programme, including T Levels and Study Programmes.
* To contribute to the development and implementation of the quality assurance process, including action plans, for the Industry placement programme consistent with wider College strategy.
* Contribute to the strategies, campaigns and materials to increase awareness of Industry Placement experience, careers and employment opportunities and raise the aspirations of learners.
* Maintain learner records and data in accordance with the College’s data management procedures/GDPR and use these effectively to drive standards of performance
* Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.
* Ensure that placement providers hold valid employers’ liability insurance and a copy is obtained prior to students going on placement.
* Ensure that all students in placements where they will be working with children and vulnerable adults hold a valid DBS certificate
* Use in-house systems to gather and analyse learner feedback and identify appropriate actions to address learner and customer needs and satisfaction

**EQUALITY AND DIVERSITY STATEMENT**

Preston College is committed to ensuring equal rights and opportunities for all. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the personnel specification and applicants should bear this in mind when preparing their applications and completing the application form.

#### The post holder will be expected to take a lead role in the promotion of the College policies on Equality and Diversity, Health and Safety and Quality Assurance.

**SAFEGUARDING LEARNERS STATEMENT**

Preston College is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All Preston’s College staff and volunteers are required to undertake mandatory Safeguarding training. The successful candidate for this appointment will be required to apply for Enhanced Disclosure for Regulated Activity through the Disclosure and Barring Service at a cost to themselves.   At present this fee is £38.00 and payment will normally be deducted from your first month’s pay.  Further information on the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)*.*

**VALUES & BEHAVIOURS**

* **Welcoming and inclusive** – we believe in making sure that all learners, staff and visitors to the College feel welcomed and valued at all times
* **Supportive and compassionate** – we believe in the importance of being reassuring, encouraging and caring towards our College community
* **Aspirational for our learners, ourselves and each other**– we believe in being ambitious in the way we work and promoting this with our learners
* **Act with integrity and transparency** – we believe in acting honestly at all times, and having open and transparent communications
* **Be accountable** – we believe in the importance of taking ownership of our actions, and expect others to act similarly

|  |  |  |
| --- | --- | --- |
|  | **Essential/**  **Desirable** | **Method of Assessment** |
| **1. EXPERIENCE** |  |  |
| Experience and knowledge of FE sector | E | A |
| Awareness and recent experience of supporting people into work placements, voluntary work or paid employment | E | A |
| Proven ability to work with key stakeholders to generate meaningful and sustainable work placement opportunities | E | A |
| Recent experience of undertaking risk assessments in the work setting (specifically relating to health and safety risks and hazards). | E | A |
| Demonstrate experience of working with learners to raise their aspirations and support positive progression through the delivery of effective careers advice | E | A&I |
| **2. QUALIFICATIONS** |  |  |
| Educated to a minimum of Level 3/ Advanced | E | A |
| GCSE or equivalent in English at grade 4-9 | E | A |
| GCSE or equivalent in Maths at grade 4-9 | E | A |
| Relevant Health and Safety qualifications e.g. IOSH/NEBOSH (willingness to work towards) | D | A |
| Information, advice and guidance qualification at Level 4 or above (willingness to work towards) | D | A |
| **3. KNOWLEDGE, SKILLS AND ABILITIES** |  |  |
| Experience of engaging / negotiating / selling to Employers | E | A & I |
| A comprehensive understanding of the role of workplace learning for FE students | E | A & I |
| A broad knowledge of health, safety and insurance requirements within a workplace environment | E | A |
| Knowledge of the labour market intelligence with evidence of application to CEIAG and local employer needs in relation to specific subject sector areas | E | A & I |
| Ability to raise aspirations of students and support progression rates to Further Education, Higher education, training and employment | E | A & I |
| Excellent interpersonal, presentation and communication (written and verbal) skills and ability to Ability to communicate with professionals and students alike | E | A & I |
| Ability to perform and complete a variety of tasks and to work on own initiative with minimum supervision | E | A |
| Strong IT skills and understanding of a range of Microsoft packages such as Excel, Word and PowerPoint | E | A |
| **4. CORPORATE EXPECTATIONS** |  |  |
| A commitment to the expected corporate behaviours associated with working at Preston’s College | E | A and I |
| An ability to demonstrate a range of strategies to administer and deliver continuous improvement in both the quality of provision and the learner experience, in line with the College’s quality assurance agenda | E | A and I |
| Commitment to ensuring equality of opportunities for all students and for safeguarding their welfare. | E | A and I |
| **5. OTHER REQUIREMENTS SPECIFIC TO THE POST** |  |  |
| Willingness and ability to work at any site or location given reasonable notice | E | A |
| Willingness and ability to work flexibly throughout the week | E | A |

**PERSON SPECIFICATION:**

**Work Placement Advisor**

Key:

A Application Form

I Interview

T Test

Please note where the person specification states that criteria will be identified through more than one medium i.e. A / I, you must specify how you meet the criteria clearly at all stages in order to comply with the Colleges Recruitment Procedures for Employees and Casual Workers.