

## Job Description

Job Title	Work Experience & Placement Officer
Department	Apprenticeships & Business Development
Reports To	Work experience Manager
Grade	Scale 6, spine 26 -28
Location	East Ham (Travel to other campuses will be required)

## Our Vision

### College Values

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

### Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

### Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

## Job Purpose

To be responsible for the planning and delivery of work experience and Industry placements for a given caseload of 16–18-year-old study programme and T-level students. Within your caseload you will need to ensure the smooth delivery of the work experience function by building relationships with curriculum teams, students, and employers.

The role will require you to provide excellent customer service to students & employers and work with other college teams building capacity for relevant employer/student referrals.

## Key Duties and Responsibilities

### General

1. Implement and adhere to College policies, mission, values, and strategic objectives.
2. Take responsibility for own professional development ensuring full compliance of all internal and external training requirements
3. Ensure the safeguarding of students and British Values, Citizenship and Environmental Sustainability & Development is understood and embedded within the role.
4. Understand and comply with Safeguarding legislation, ensuring that this commitment is demonstrated in all aspects of the role as appropriate
5. Further promote, develop, and embed equality of opportunity, prevent discrimination, and maximise the diversity of both staff and students.
6. Ensure the Health and Safety policy and procedures are always followed, and that good practice is embedded throughout all aspects of the role. Ensuring the required risk assessments and training is up to date.
7. Participate in the college's staff learning and development and annual appraisal requirements
8. Contribute to the effective management of the college via meetings
9. Collaborate with other areas of the College as required to ensure effective delivery of cross-College programmes and partners.
10. Work with other support services to meet the needs of the college on specific projects/tasks outside of your main area of work.
11. Ensure all data is handled in line with the General Data Protection Regulations.
12. Undertake such duties and hours of work that may be required of you commensurate with your grade, this may be at college locations or sites where the college provides a service.
13. Support College initiatives and aspirations to achieve Net Zero carbon.

### Duties particular to the post

14. To manage work experience and industry placement caseloads
15. To work as an efficient team member providing support to colleagues within the work experience team and wider directorate

16. Source suitable work experience and industry placement opportunities and match students accordingly
17. Monitor placements to ensure students are reaching their full potential.
18. Identify prospective employers, assess their suitability, and complete H&S assessments.
19. Carry out initial student interviews & DBS inductions.
20. To monitor students' attendance and progress whilst on placement and provide feedback.
21. To collect and collate work experience feedback from providers and clients.
22. Ensure that mail outs, telephone calls and enquiries are resolved or referred.
23. Be the main work experience & industry placement point of contact for employers and curriculum teams for the areas within your given caseload.
24. Work with the Business Development team and other employer facing staff to promote other programmes within the directorate e.g. apprenticeships and other projects.
25. Update CRM with key organisations/contact details and log correspondence.
26. Engage with College support services to ensure all apprentices/students receive the appropriate help and guidance for example, Additional Learning Support (ALS), including welfare, finance, and counselling.
27. To participate in regular meetings and maintain contact and report any issues direct to your line manager.
28. Co-ordinate and participate in events, both during and outside of normal working hours (including evenings and weekends) and promotional activities as required.

### **Additional requirements prior to appointment**

29. Individuals are asked to complete a medical questionnaire in order that the College's Medical Health Contractor can ascertain their medical fitness for the post.

**This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.**

## **Person Specification**

### **Qualifications**

#### **Essential**

- Qualified at level 3 or above
- Minimum of level 2 qualification in English and Maths

#### **Experience:**

1. Full Knowledge and understanding of T-levels and related funding and compliance.
2. Knowledge of work experience and

3. Experience of sourcing employers to provide work placements or work-related projects.
4. Experience of managing own workload, diary management and working independently to tight schedules
5. Working with, understanding and motivating learners on programme
6. An understanding of the FE sector and the administrative demands required to ensure the maximisation of student success.

**Knowledge and Skills:**

1. Business driven approach to work in line with the college values and ethics.
2. Excellent communication skills, both verbal and written and ability to convey and explain concepts in straightforward language.
3. Excellent organisational and administrative skills
4. Accurate record-keeping, tracking and monitoring across a wide-ranging portfolio of apprenticeship standards, maintaining adherence to deadlines
5. Good presentation and interpersonal skills
6. Ability to establish productive and supportive working relationships with apprentices, employers, and colleagues.
7. Ability to influence, challenge and manage difficult situations
8. Proficient IT Skills across a range of software packages
9. Commitment to and enthusiasm for delivering an excellent service
10. Great team working skills
11. Effective time management and able to work to challenging deadlines
12. Passionate advocate of safeguarding, equality, diversity, and inclusion.