Job title:	Work Placement Officer – Childcare & Early Years
Reports to:	Head of Curriculum
Business area:	Care & Early Years
Responsibility for others:	No

JOB DESCRIPTION

Role purpose:
To find and explore opportunities for student work placements with vocationally relevant employers.

Conduct visits to employer premises to monitor the progress of students on their work placement and

assess the performance and competence of Early Years students against specific assessment criteria.

Build strong relationships with such employers and liaise on candidate suitability, involving Personal Tutors.

Promote the value of work experience and work/ industry placements with students, enhancing progression opportunities.

Support the delivery of readiness for work experience through group activity with students.

Organise timely work placement schedules that meet both employer and Group curriculum schemes of work, through directly working with Personal Tutors.

Ensure the work placement tasks undertaken by the student and the work placement paperwork achieves and evidences the learning aims detailed within the curriculum active scheme of work, again through directly working with Personal Tutors.

Maintain relationships with Employers and utilise Navigate.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Responsibilities:

Plan and carry out visits to students on work placement. Liaison with the course tutor and placement provider is an essential part of this activity.

Visit student groups and prepare them for work placement, in conjunction Personal Tutors.

Conduct health and safety checks for placements in line with Group policy.

Co-ordinate and undertake any necessary DBS paperwork at interview evenings and enrolment, including collecting and chasing proof of ID.

Check student residence against placement location and travel routes to ensure students can get there within a reasonable time and means.

Check with students any potential prior history or links with a setting that may hinder their professional progress (e.g. relatives in setting)

Under appropriate direction, supervise, guide and support student learning activities on relevant programmes.

Brief and prepare student groups for attendance to and performance in placement (punctuality, dress code, and all other professional expectations and behaviours etc.)

Respond and reply to placements regarding queries, problems and complaints.

Respond to/support students concerns, problems, support needs (arrange in-college time across campuses to be available for drop in and scheduled appointments).

Arrange placement moves/swaps if unresolvable issue (try to avoid this where possible).

Liaise with and respond to Personal Tutor re issues and support needs regarding placed learners.

Evaluation of work placement impact on student learning, progress and attendance using the Navigate system.

Assist in administration, induction, marketing, recruitment and enrolment across the Employer Engagement department as appropriate.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into college life through involvement in all identified aspects of the enrolment process

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality
Ambition
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration
We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Work Placement Officer – Childcare & Early Years		
Please ensure you note in your application form how you meet the criteria below. This is used for shortlisting purposes.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task References**
Qualifications and Training:		
GCSE grade A*- C / 9 - 4 or equivalent in English and Maths	Essential	Application
Level 3 Certificate in Assessing Vocational Achievement (CAVA) or equivalent	Essential	Application
Level 3 qualification in Childcare & Early Years or equivalent	Essential	Essential
Health and Safety qualification	Desirable	Application
Safeguarding and Prevent training, or willingness to undertake within one month of appointment	Essential	Application
Relevant Experience:		
Experience of working with employers in an educational or training setting	Essential	Application, Interview
Experience of assessing within Early Years and Childcare, including on T-level Education & Early Years	Essential	Application, Interview
Experience of negotiating and setting up agreements with stakeholders	Desirable	Application, Interview
Experience in the organisation of placements	Desirable	Application, Interview
Skills and Knowledge:		
Excellent communication skills	Essential	Interview
Enthusiasm and commitment to all tasks undertaken	Essential	Interview
High levels of accuracy	Essential	Interview
The ability to input data accurately	Essential	Interview, Task
Able to follow procedures and guidance as necessary	Essential	Interview
Good IT skills including Microsoft Office packages	Essential	Application, Interview, Task
Ability to participate in the development of procedures and systems	Essential	Interview
Ability to identify and suggest improvements to procedures and systems	Essential	Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References

Additional Factors:		

Customer-focused approach and a commitment to providing a quality service	Essential	Interview
Ability to work in a busy office with tight deadlines	Essential	Interview
Methodical approach to tasks	Essential	Interview
Able to work as part of a team	Essential	Interview
Flexible approach and adaptable to change	Essential	Interview
A commitment to the principles of Equality, Diversity & Inclusion	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required.	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.