

Job title:	Work Placement Officer
Reports to:	Work Placement Coordinator
Business area:	Student Experience
Responsibility for others:	No

Purpose and context:

To develop employer partnerships and create high-quality work placement and industry placement opportunities that support learners in developing the skills, knowledge and experience required for their future careers.

Working closely with employers, curriculum teams and learners, the post holder will identify opportunities, prepare learners for the workplace and ensure placements provide meaningful experiences that support progression, employability and positive outcomes.

The role combines employer engagement, learner support and placement coordination to ensure opportunities meet the learner, employer and curriculum needs.

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.

Duties and responsibilities:

- Develop and maintain relationships with employees to secure work placement and industry placement opportunities
- Work with employers, curriculum teams and learners to identify suitable placement opportunities
- Conduct employer visits and maintain regular contact to support placement delivery
- Respond to employer queries and resolve issues relating to placements
- Prepare learners for placement through group sessions and individual support
- Promote professional behaviours, workplace expectations and employability skills
- Support learners through their placement journey, responding to concerns and arranging additional support where required
- Ensure placements are appropriate and accessible, considering travel, individual circumstances and learner needs
- Conduct health and safety checks in line with Group policy
- Monitor placement progress through regular reviews with learners, employers and curriculum staff
- Evaluate the impact of placements on learner development, progression and attendance using Group systems

- Arrange alternative placement opportunities where required
- Complete placement related administration and maintain accurate records
- Support DBS and compliance processes where required
- Assist with marketing, recruitment, enrolment and other employer engagement activities 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.

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.

Person Specification: Work Placement Officer		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u> GCSEs in English and Maths A*-C/9-4 or equivalent A relevant Level 3 qualification or relevant experience Safeguarding and Prevent training (or to be completed within one month of appointment) An understanding of Health and Safety principles, or willingness to undertake appropriate training	Essential Essential Essential Essential	Application, Interview Application, Interview Application Application, Interview
<u>Relevant Experience:</u> Experience of building and maintaining professional relationships with employers, customers or stakeholders Experience of coordinating activities involving multiple stakeholders and competing priorities Experience of working in a customer facing, employer facing or learner facing environment Experience of using IT systems to manage information and maintain accurate records Experience of employer engagement, recruitment, business development or account management Experience within education, training, apprenticeships or employability services Experience in organising work placements, work experience or similar programmes Understanding of vocational education and skills development	Essential Essential Essential Essential Essential Essential Essential Essential	Application, Interview, Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview
<u>Skills and Knowledge:</u> Excellent communication and interpersonal skills Ability to build and maintain positive relationships with employers, learners and colleagues	Essential Essential	Interview Interview

Strong organisational skills with the ability to manage multiple priorities and deadlines	Essential	Interview, Task
High levels of accuracy and attention to detail	Essential	Interview, Task
Good IT skills, including Microsoft Office and the ability to use databases and management systems effectively	Essential	Application, Interview, Task
Ability to work independently and use initiative	Essential	Interview
Ability to follow procedures and guidance as required	Essential	Interview
Ability to identify opportunities for improvement and contribute to the development of systems and processes	Essential	Interview
Ability to build positive professional relationships with learners whilst always maintaining appropriate boundaries	Essential	Interview, References
Experience of using learner, placement or CRM management systems	Desirable	Interview
Understanding of employer engagement, account management or partnership working	Desirable	Interview
Knowledge of work placements, employability or vocational education	Desirable	Interview
<u>Additional Factors:</u>		
Customer focused approach with a commitment to delivering a high quality service	Essential	Interview
Ability to work effectively in a busy environment and manage competing priorities	Essential	Interview
Methodical and organised approach to work	Essential	Interview
Ability to work collaboratively as part of a team	Essential	Interview
Flexible, adaptable and responsive to change	Essential	Interview
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

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