

Job Title: Work Placement Officer (T level Education & Childcare)

Reports to: Head of Subject

Responsible for:

- organise and coordinate all aspects of arranging work experience placements; including communicating and supporting students; contacting parents and employers and completing appropriate paperwork
- liaise with curriculum leaders and visit lessons to promote work experience and follow up placement arrangements with students
- proactively canvas employers to source new work experience placements and opportunities for students, maintaining this information on a database of employer contacts
- maintain work experience paperwork and records to ensure the college complies with all Health and Safety procedures, including processing DBS checks on students
- maintain the college intranet site with up to date work experience information for staff and students
- Regular communication with employers including head teachers and senior managers via emails, telephone calls and face to face meetings to ensure the student is progressing.
- carrying out spot checks of student attendance termly and keep records
- check student is recording hours in placement and if there are any concerns
- meet with T level team
- work closely with mentors to ensure open supportive communications
- produce written reports and statistics to the line manager, along with attending relevant external meetings and training
- work flexible hours to ensure all students are placed
- prioritising the safeguarding of all students and participating in training on safeguarding matters
- contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not
- any other duties as may reasonably be required

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Category	Essential	Desirable	Ascertained by
Qualifications	<ul style="list-style-type: none"> Educated to A level or equivalent CLAIT, ECDL or equivalent IT qualification 		Application form /original certificates at interview
Experience	<ul style="list-style-type: none"> Proven ability to take responsibility to administer and coordinate tasks Excellent IT skills Ability to communicate effectively with staff, students, parents and employers via email, in person or by telephone Experience working in a busy office environment 	<ul style="list-style-type: none"> Working in an education or childcare environment Previous knowledge / experience of work placements Presenting to groups of students Knowledge and use of google drive 	Application form/ activity interview/references
Additional Skills and Abilities	<ul style="list-style-type: none"> Ability to work unsupervised and on own initiative Driving licence and access to transport Organisational skills Good administration and clerical skills Ability to prioritise and work flexibly in order to meet tight deadlines Empathy with young people Ability to stay calm under pressure Commitment to ensuring equal opportunities for young people and safeguarding their welfare 	<ul style="list-style-type: none"> Interest in supporting students with their future plans Enthusiasm and energy for continuously developing the role Methodical 	Application form / interview/references/a ctivity

Terms & Conditions

Four hours a week and 39 weeks a year (term time plus Enrolment Week) which is 0.0915 FTE. The exact working hours to be agreed with the Head of Subject.

Pay is on the Support Staff Scale in the range of points 24 – 27 which is currently £21,509 to £23,730 per annum full time equivalent, an actual annual salary of £1,968 to £2,171.

Membership of the Local Government Pension Scheme.