



JOB DESCRIPTION

POST TITLE: WORK EXPERIENCE PLACEMENT OFFICER
POST NUMBER: WREQ2744
GRADE: HAY 9 SCALE

JOB PURPOSE

Under the direction of the Work Placement Manager, and ultimately the Director of Quality and Learning, as Work Placement Officer, you will be developing and co-ordinating high-quality work placement opportunities for learners on 16-19 study programmes. You will be generating new placement opportunities, as well as being the key point of contact for employers, whilst they host a student on work placement. This role requires liaison with learners, employers, and curriculum staff to ensure that students following T levels and Further Education programmes participate in high-quality and productive work experience programmes, ranging from 5 to 60 days.

KEY TASKS AND DUTIES

As post-holder, you will be responsible to the Work Placement Manager, and ultimately to the Director of Quality and Learning, for the following:

- Playing an active role in the marketing and promotion of the College, with particular emphasis on liaison with external partners, employers, and other key agencies.
- Establishing and developing strong relationships with employers, and having a clear commitment to ensure that these relationships remain long standing.
- Developing new placement opportunities and ensuring that communication with employers is timely, effective, and contributes to high employer satisfaction.
- Co-ordinating and monitoring learners whilst they are on work experience placements.
- Liaising with subject area managers, teaching staff, and assessment teams to ensure that work placements provide appropriate opportunities for learners to develop and be assessed in both core employability and technical skills relevant to that industry or vocational sector.
- Conducting assessments of learners' progress whilst on work placements, in line with the College scheme of learning for work experience or relevant unit of their technical qualification.
- Being the key point of contact for learners, parents, and guardians during the work placement period.



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- Keeping and maintain a database of past, current, and potential work placements.
- Monitoring and recording the progress of students whilst they are on work placement.
- Ensuring that a clear communication system exists between all parties.
- Conducting Health and Safety, and risk assessments, in line with college and Learning and Skills Council (LSC) policy.
- Ensuring that an accurate Health and Safety record system is maintained.
- Completing all associated organisation / administrative work and preparation
- Taking an active part in team meetings.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking other such duties as may be reasonably required, commensurate to the grade of post.

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

As post-holder, you will be responsible to the Work Experience Manager, and ultimately the Director of Quality and Learning.

CONTACTS

The post-holder, you will have frequent contacts with staff, students, parents / carers, employers, and schools, as well as other external organisations / agencies.

SPECIAL NOTES AND CONDITIONS

This post will involve a significant amount of travel.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health & Safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health & Safety Policies in respect to their specific duties and responsibilities.



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STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for business support staff applies.

SALARY

Hay 9 Scale Points 22-26: £21,277.00 to £24,102.00 per annum.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 / C or above (or equivalent), including English and Mathematics. <i>You must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post, with the a.</i>	✓	
Professional background in a relevant vocational area.	✓	
Experience of co-ordinating and monitoring work placements.		✓
Educated to Level 3 standard (e.g., A Level standard).	✓	
Vocational Assessors Award: New A and V Awards (TDLB D32 / 33 / 34 and possibly D36).		✓
Strong IT and digital literacy skills.	✓	
To comply with Information Security requirements in line with College policy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Full UK Driving Licence.	✓	