



JOB DESCRIPTION

POST TITLE: WORK EXPERIENCE PLACEMENT OFFICER
(MATERNITY COVER)
POST NUMBER: WREQ2966
GRADE: HAY 9 SCALE

JOB PURPOSE

Under the direction of the Work Experience Manager, and ultimately the Assistant Principal - Quality Assurance and Accountability, as Work Experience 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 placement programmes, ranging from 5 to 60 days.

KEY TASKS AND DUTIES

As post-holder, you will be responsible to the Work Placement Manager, 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 and create talent pipelines for sectors.
- 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 strategy for work experience or other relevant unit of their technical qualification.

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- Being the key point of contact for learners, parents, and guardians during the work placement period.
- Keeping and maintaining a database of past, current, and potential work placements.
- Monitoring and recording the progress of students, supporting their whole journey 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 policy.
- Ensuring that an accurate Health and Safety record system is maintained are safe when out on placement.
- Completing all associated organisation / administrative work and preparation.
- Taking an active part in team meetings and wider collegiate activity.
- 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.

GENERIC DUTIES

In addition to the requirements of the post above, all members of staff are required:

- Complete all associated organisation/administrative work;
- Keep and maintain specified records;
- Assist with administration, enrolment, pre-enrolment and identification of customer requirements;
- Participate in Programme/School/College/External activities as requested, including parents' evenings/Open Evenings;
- Participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs;
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures;



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- Be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week on average;
- Undertake such other duties as may be reasonably required commensurate with the grade of the appointment;
- Complying with Information Security requirements, in line with Weston College policy.

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

As post-holder, you will be responsible to the Work Experience Manager, and ultimately the Assistant Principal - Quality Assurance and Accountability.

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.

STAFF DEVELOPMENT



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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 Support staff applies.

SALARY

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

HOURS

Hours of attendance: Full-time, 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. | ✓ | |