

Job description: Work Experience & Placement Officer (0.6 FTE)

Status	Fixed Term Contract – 3 Months
Base	North Kensington Centre <i>Post holder may be required to work across College sites and at other locations</i>
Salary	<i>Circa £19,321.20 pro rated based on £32,202 FTE (inc. LWA) per annum</i> <i>It is our policy to normally appoint at the bottom of the salary scale</i>
Hours of work (per week)	21.6 hours per week
Reports to	<i>Head of School- Arts, Business and Technology</i>

ROLE PURPOSE

To develop employer relationships leading to work placement opportunities for students on vocational qualifications (both 16-18 and adults).

Coordinate, monitor and evaluate these placements, liaising with employers to maximise the students' opportunities for future employment or other progression, and to ensure they meet regulatory and college expectations (i.e. study programmes, T Levels etc).

MAIN ACCOUNTABILITIES

1. Assist curriculum areas with the work experience expectations, identifying and arranging work experience opportunities, work related activities and industry T Levels placements for college students on vocational qualifications.
2. Provide excellent student and employers experience ensuring “best fit” for

work experience and industry placements as well as administer work experience and industry placement caseloads.

3. Explore opportunities identified by curriculum teams to develop productive relationships with employers relevant to curriculum provision.
4. Align students learning needs and curriculum intent with employers in partnership with curriculum staff and the CIAG Team.
5. Liaise with prospective employers, assess their suitability and compliance with H&S and safeguarding regulations.
6. Liaise with the relevant curriculum leads in order to ensure forward planning of work placements.
7. Support curriculum staff with carrying out initial student interviews and inductions.
8. Be the first point of contact for enquiries from employers, students and parents/carers regarding placements.
9. Keep accurate records of work placements, ensuring there is sufficient evidence to meet the funding requirements.
10. Monitor student work experience and visit students throughout their work placements to ensure the smooth delivery of the work experience function.
11. Resolve, or escalate when appropriate, issues raised by students in relation to their placement.
12. Attend work experience related meetings and events such as parents' evenings, open days and marketing activities.
13. Collate and analyse information regarding placements to enable the college to monitor targets, identify areas for enhancement, and continue to improve the students work experience and industry placements.
14. Produce work experience end of year summary reports and ensure that up-to-date files are maintained.
15. Take responsibility for own performance and development, through engaging in training opportunities, and maintain an up-to-date knowledge of the labour market and government priorities for vocational education.
16. Work as an effective team member providing support to curriculum colleagues.
17. Undertake any other duties as directed by the Head of Curriculum or the Centre Principal

GENERAL COLLEGE RESPONSIBILITIES

General College Responsibilities

All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:

- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach, supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION	
Job Title:	Work Experience & Placement Officer
Essential Criteria:	
<ul style="list-style-type: none"> • Degree level or equivalent qualification or experience • English and Maths qualifications at suitable level (i.e. GCSE grade 4/C, L2 Functional Skills) • A solid understanding of vocational education in an FE, AE or HE environment relevant to 16–18-year-olds and adult students • A solid understanding of work experience and industry placements requirements, with regards to 16-18 study programmes and/or T Levels • Excellent written and oral communication skills including the ability to write formal documents, reports and correspondence • Excellent organisation and time management skills • Proven ability to work flexibly, both individually and as part of a team • Proven excellent organisational and administrative skills with the ability to work to deadlines and targets • Ability to work with a broad range of stakeholders in a professional and confident manner • Strong numeracy skills and ability to analyse complex numerical data • Excellent working knowledge of Microsoft Office packages and the ability to work on new systems • A strong commitment to own professional development • Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post. • A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount • 	
Desirable Criteria	
<ul style="list-style-type: none"> • Experience in the use of databases, student records systems and virtual learning environments • Prior experience of working in a customer facing environment 	

October 2024