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| **Student Work Experience & Safety Co-ordinator** |

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| **Reporting to:** | Student Records Manager |
| **Working Hours:** | Full Time (37.5 hours per week) |
| **Salary:** | £25,626 to £29,613 (Scale Point 23-28) |
| **Position Code:** | PC S6 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

To take an operational lead on work experience delivery across the college including industrial placements and work experience on study programmes and apprenticeships.

To coordinate and manage a programme of work experience to contribute to the implementation of the College’s strategic aims ensuring destinations are in place for all students to continue with education or into employment.

To source extended work placements for students particularly those taking part in the T Level project and to ensure a high quality placement experience is provided for students studying within the College.

1. **Main Duties**

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| 1. To liaise with organisations and employers to set up high quality work experience or industry placements |
| 1. To work with EAG, careers leader and curriculum teams to ensure students are well prepared for their placement or work experience from application through to their course of study and destination |
| 1. Creating a broad range of work experience and placement information available at application, enrolment and tutorial stage to prepare for employment |
| 1. To liaise with all stakeholders (students, curriculum staff, personal tutor, parents and employers) to ensure the suitability of industry placement and work experience and that they are fully aware of any issues relating to their industry placement/work experience |
| 1. To coordinate and undertake regular student visits and checks, undertaking risk assessments with the student at the beginning of work experience/placements, ensuring relevant documentation is completed |
| 1. To oversee completion of health and safety audits and checks for organisations by completing regular practical inspections and interventions across placements and work experience sites as a key function in monitoring and maintenance of a safe working environment |
| 1. To deal with enquiries from work placement organisations and students in person, via telephone, e-mail and online applications |
| 1. Develop a process and system to record and track work placements and regularly audit work experience and placements |
| 1. Utilise the CRM system to maintain an accurate database of organisations in liaison with Business Development and curriculum teams, seeking new organisations to build links with. |
| 1. To source relevant extended work placements for students the T Level project and work closely with the teaching teams to generate high quality extended work placement opportunities (of over 50 days). |
| 1. To ensure all placement providers including for apprenticeships are fully committed and able to provide relevant supervision in a healthy and safe environment. Liaise with the H&S team to ensure placements are safe to commence. |
| 1. Train teachers to inform of placement requirement and pre placement training ensuring that all readiness for placement paperwork is completed |
| 1. Train teachers on how to monitor students’ progress on placement to include the setting of SMART targets for further development and opportunities and to undertake progress reviews in conjunction with the work placement organisation |
| 1. To maintain work placement database and records and relevant compliance and report to Curriculum Managers and line manager any concerns. |

1. **Quality Improvement**

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| 1. To ensure placements fully comply with health and safety procurement standards according to relevant FE funding agencies. |
| 1. To regularly review work placement policy and prepare and produce documentation for audit and inspection. |
| 1. To liaise with colleagues to ensure consistency and clarity in communicating information about work experience to students and parents/guardians. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

1. **Other responsibilities and duties**

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| 1. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| 1. To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |

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| Level 2 or equivalent, Maths and English grade C and above at GCSE |
| Good working knowledge of database systems and the ability to produce associated reports |
| Health & Safety qualification i.e. NEBOSH Certificate (or equivalent) |
| Risk assessment training qualification |
| Previous experience of handling enquiries and contacting employers or work placement organisations |
| Highly organised – able to co-ordinate work cross College and with external agencies |
| Knowledge of Health and Safety at Work Act and HSE standards |
| Excellent communications skills both written and oral |
| Good understanding of MS Word and Excel |
| Being able to work as part of a team and autonomously when required |
| Very good attention to detail & accuracy, ability to keep accurate records and provide reports |
| Ability to solve problems and deal with challenging situations |
| Prepared to work as part of a team and undertake tasks, on occasions, outside normal hours |
| Able to undertake Noise Assessments |

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| **Desirable criteria for the post** |
| Level 2 qualification and skills in ICT. |
| Working knowledge of current Health & Safety legislation relating to the land based sector |
| Chartered Membership of IOSH |
| Training qualification |
| Experience of working within vocational education sectors |
| Ability to recognise wider corporate needs in relation to service delivery. |
| Project coordination experience |
| Working with Pro Engage or other CRM systems |
| Experience in employability programmes |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.