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| **Work Placement Adviser** |

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| **Reporting to:** | Jobshop Co-ordinator |
| **Working Hours:** | 8.30am until 5.00pm Monday to Friday |
| **Salary:** | £17,649 - £21,956 (scale point 11 to 18) |
| **Position Code:** | PC S3 |
| **Annual Leave:** | 26 days per annum |

**Job Purpose**

To proactively, efficiently and effectively plan and co-ordinate the provision of work placements for learners which support their learning, their progression prospects and the College’s reputation with employers.

1. **Main Duties**

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| 1. Develop and implement a student and employer matching service to make sure that students and employers are carefully matched to maximise the experience for both parties.Communicates plans to learners, College staff and employers clearly and effectively so that process runs smoothly and efficiently |
| 1. Create and deliver tutorial and work experience training packages for students to help them plan for their placement, prepare them pre-placement and support developmental and careers work post- placement. |
| 1. Plan and co-ordinate placements in the most effective way for students and employers to suit needs i.e. day or block placements. Supports students with funding, transport planning etc |
| 1. Visit students on placement to review progress, check on training, safety and welfare; provide feedback to Programme Managers on student progress and areas of concern such as attendance, progress etc. This will involve being on the road for a number of hours, completing a number of visits within a day over a large geographic area. |
| 1. Share learning and seek feedback to support improvements in provision of work placement service across the College and with employers |
| 1. Proactively build and maintain relationships with employers to facilitate a wide range of quality work placements and optimise opportunities for promoting the College externally. |
| 1. Organise, collate and store records and documents relating to the work placement programme to ensure that meaningful data is accurately retained to include databases and records to ensure effective recording of H&S checks and records of student progress whilst on placement. |
| 1. Provide clear advice and guidance on careers opportunities and next steps options during and post work placement. |

1. **Quality Improvement**

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| a. Take appropriate action to support/coach learners or employers who are experiencing difficulties in partnership with Programme Manager and/or module Tutor. |
| b. Implement, embed and support adherence to work placement standards working with Programme Managers to take appropriate action when standards are not met. |
| c.Provides reports and information as required and maintains and develops processes and systems to record and monitor student placement information, enabling the College to demonstrate outcomes which show quality service has been delivered and can evaluate how it is adding value to stakeholders. |

1. **Continuous Professional Development**

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| a. 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. |
| b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |
| c. Work to professional CDI standards and code of ethics and maintain professional currency knowledge. |

1. **Other responsibilities and duties**

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| a. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| b. To adhere to appropriate College policies including (but not limited to) safeguarding, equality & diversity, and health and safety. |
| c. Supports other departments during quieter periods of year by undertaking other reasonable duties & supporting work-placement & progression opportunities. |

**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:** |
| 1. Level 2 in maths and English |
| 1. Level 2 Health and Safety qualification or equivalent, or be willing to work towards. |
| 1. Level 2 in Business Administration, Customer Service or equivalent |
| 1. High level of IT Skills and experience of MS Office Applications, databases and spreadsheets. |
| 1. Demonstrable evidence of providing an excellent level of customer service and to continuously monitor, evaluate and improve that service |
| 1. Ability to communicate and negotiate effectively with individuals at all levels including students, colleagues and the wider industry |
| 1. Ability to work effectively in a team and effectively share and communicate information and to organise work priorities and to balance the needs of different ‘customers’ at the same time ensuring that deadlines are met. |
| 1. Full driving licence with own car and business insurance. |
| **Desirable criteria:** |
| 1. a. An understanding of (or ideally experience of) the land-based industries. |
| 1. b. An understanding of (or ideally experience of) the FE/HE sector |
| 1. Experience of working with and coaching young people. |

**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