

Job Description

Post:	Work Experience Officer-Digital
Salary Grade:	Band 5
Responsible to:	Head of Pastoral Support
Responsible for:	N/a

Key Purpose

1	To engage with new and existing employer partners to organise suitable industry placements for students enrolled on T-Level courses.
2	To co-ordinate and monitor industry placements towards set targets.
3	To prepare and support students in the completion of their industry placement which is an essential requirement for students to pass their T Level.
4	To lead on the completion of paperwork required between the college and the employer in signing up for industry placements.
5	To lead on required industry placement reviews between students and employers.
6	To work directly with students to prepare them for work placement and monitor progress throughout the qualification

Duties & Responsibilities

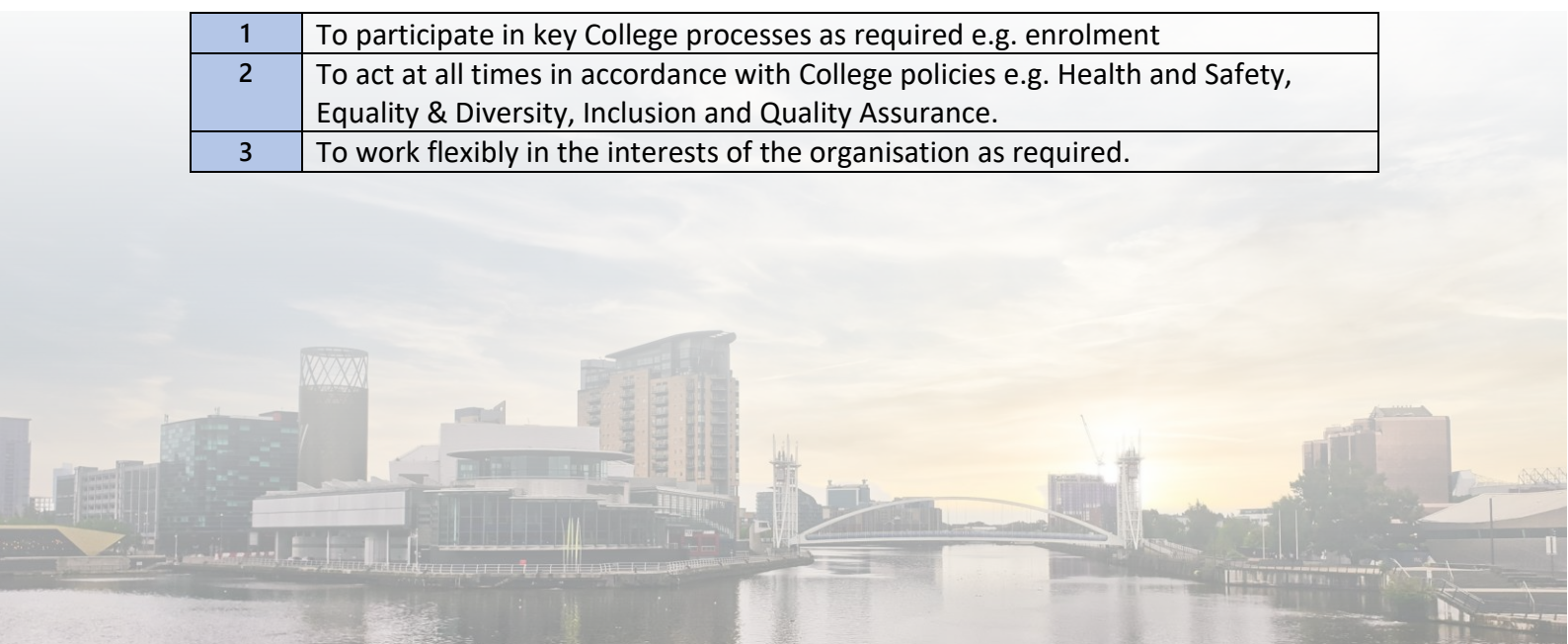
A	Suitably match students to the most appropriate placements, dependant on course, location and career aim/s.
B	To maintain and update reviews between the employer and student as required.
C	Update tracking and monitoring systems for work experience activities as required.
D	To complete risk assessments of industry settings being accessed for work placements, and monitoring and reviewing these, in a timely way, prior to expiration.



E	To provide candidate induction (group and individuals), support any vulnerable students in preparation for their work placement, liaising with relevant pastoral and curriculum teams.
F	To maintain accurate records of the student reviews for industry placements.
G	Attend team meetings and meetings with employers regarding employer activity and student progress.
H	To represent Salford College at relevant events such as open events, business meetings, employer engagement and marketing events etc.
I	Deliver weekly T-Level support sessions for all T-Level cohorts.
J	Regularly communicate with relevant heads of department and curriculum leads regarding student progress on extended industry placements.
K	To promote the college to employers/external stakeholders and to feedback to college teams any concerns, good news stories or areas for development.
N	To engage in an annual continuous professional development (CPD) plan, taking an active role in work placement networks across Greater Manchester (GM) and nationally.
O	To create and maintain existing employer partners to the college that are willing to offer industry placements and other work experience activities.
P	Maintain records and statistical data utilising appropriate software.
R	To carry out any other duties to the post as required by your line manager.
S	To contribute to working practices and policy changes in work experience and T levels developments across the group.
T	To support students in achieving their industry placement objectives whilst on placement and also support the employer led projects.
U	Use own initiative to solve problems that arise between students and employer partners, using conflict resolution where needed to prevent relationship breakdowns.

Additional Duties

1	To participate in key College processes as required e.g. enrolment
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.



4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

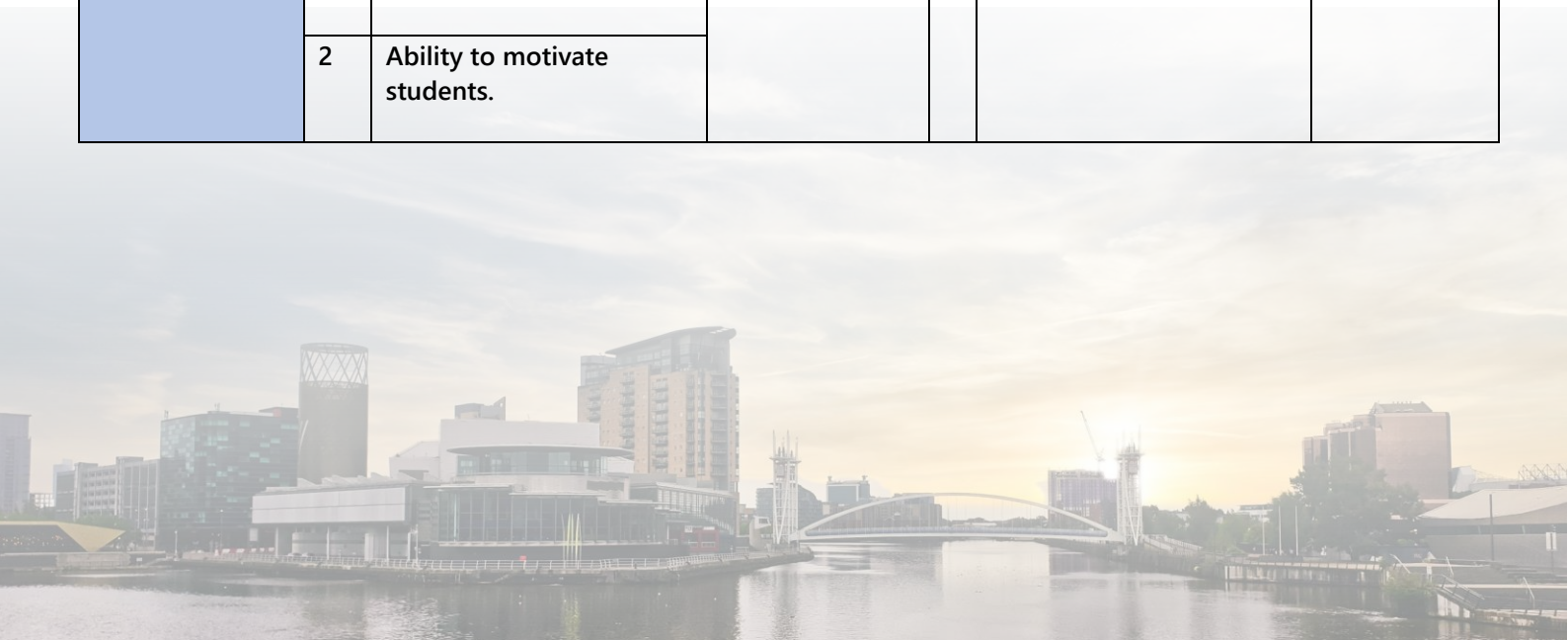
Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.



Person Specification

	Essential			Desirable		
Qualifications	1	GCSE or equivalent A-C in English and Maths.	Application / Certificate	A	Degree in specialist area.	Application / Interview
	2	Level 3 qualification.	Application / Certificate	B	Knowledge of T-Level qualification requirements	Application / Interview
				C	Health and safety training (IOSH).	Application / Interview
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview	D	Experience of industry placement facilitation.	Application / Interview
Experience & Knowledge	4	Experience of working with external stakeholders, including employers.	Application / Interview	E	External customer services experience.	Application / Interview
	5	Ability to relate to young people and adults.	Application / Interview	F	Experience of working with and supporting FE (further education) students.	Application / Interview
Skills & Qualities	1	Ability to write reports in a timely manner	Application / Interview			
	2	Ability to motivate students.				



	3	IT literacy: with Microsoft office.				
	4	Excellent organisation skills.				
	5	Ability to work on own initiative and as part of a team.				
	5	Ability to drive and/or access public transport.				
	6	Strong values and ethos to the college ethos.				
	7	Good time management skills with the ability to prioritise and manage workload.				
	8	Ability to communicate effectively with students, colleagues and employers.				
	9	Committed to safeguarding and student welfare.				
	10	Willingness to travel between employers and across college centres as appropriate.				
	11	Flexible to the needs of the college.				
	12	Pro-active, energetic with a solution focused approach.				

