

Job Description

Group Member:		Harrogate College	
Job Title:		Work Experience and Placement Co-ordinator	
Reports to:		Programme Manager	
Job Grade	LEG B	Department	Harrogate College

ROLE SUMMARY:

To coordinate high-quality work placements and work experience activities for students across a variety of curriculum areas, including as part of the post-16 study program.

To ensure all tasks are of a high quality and can be reported on to the rest of college in an effective manner. To liaise with employers in developing and maintaining strong employer relationships building on the Harrogate College Brand in delivering an offer of high quality, varied work experience for students. Strong communication skills and understanding of building and developing stakeholder relationships are crucial to this role.

SPECIFIC ROLE RESPONSIBILITIES:

1. Learn core processes of coordinating work placements and work experience activities:
 - a. Work with curriculum, external clients and the wider work experience team to develop and coordinate appropriate work placements with reference to individual student needs, curriculum and qualification bias, and ensuring full college and legislative compliance.
 - b. Secure work placements and work experience activities by contacting employers via email and telephone.
 - c. Carry out the administrative duties associated with coordinating work placements, such as sending work placement confirmations via email.
 - d. Deliver work experience information sessions to groups of students.
 - e. Carry out evaluations for work placements and work experience activities.
 - f. Provide an appropriate level of support and point of contact for students & employers before, during and following work placement to secure a successful outcome.
 - g. Maintain full & accurate auditable records of placements arrangements, employer engagement and contact with employers, complying with recording processes utilising Google Sheets and Pro-Engage.
 - h. Deliver Navigate training sessions to staff and students to support in the recording of Work Experience.
 - i. Plan, participate in and support educational visits, work experience and outings to enhance the learner experience.

- j. Conduct placement visits to monitor student progress, ensure safeguarding and health and safety standards are met, and maintain positive relationships with employers to support ongoing collaboration.
2. Develop and build quality relationships between the College and employers to expand the work experience offer:
 - a. Work with teams throughout the College to identify contacts across the local region.
 - b. Liaise with local businesses and external organisations to identify suitable opportunities that align with students' vocational interests.
 - c. Contribute to the development of systems and processes to continually improve services.
3. Support the team with administrative duties as and when required.
4. Comply with college customer service standards, ensuring effective communication with all stakeholders: students, employers, curriculum and external clients, parents/guardians.
5. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
2. Compliance with all College policies and procedures.
3. Comply with all legislative and regulatory requirements.
4. To promote a positive image of the College.
5. Any other duties that are specific to the department.
6. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Work Experience Coordinator
-------------------	-----------------------------

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above, if required.	A / C
D	Q2. Appropriate degree/qualifications which may be applied to the role.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Understanding of the benefits of work experience	A / I / T
D	EK2. Experience of working in an educational setting.	A / I / MT
D	EK3. Experience of building stakeholder relationships	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Outstanding communication and interpersonal skills	A / I / MT
E	SC2. Highly organised individual able to manage a busy workload	A / I / MT
E	SC3. Highly Effective administration skills with proven competency to improve systems and processes.	I / MT
E	SC4. Excellent IT skills (using both Google and Microsoft systems)	A / I / MT
E	SC5. Ability to work on own initiative and as part of a larger team collaborating with colleagues to produce outstanding results.	A / I / T
E	SC6. Flexible approach, with ability to adapt and embrace change and problem solve quickly and effectively.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I