

## Job Description

<b>Group Member:</b>		Keighley College	
<b>Job Title:</b>		Work Experience Coordinator	
<b>Reports to:</b>		Lead Work Experience Coordinator	
<b>Job Grade</b>	LEG A	<b>Department</b>	

### 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 programme.

To ensure all tasks are of a high quality and can be reported on to the rest of college in an effective manner.

### 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 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) With support from the team, deliver work experience information sessions to groups of students.
  - e) Carry out evaluations for work placements and work experience activities, as directed by the Work Experience Project Development Lead.
  - 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.
2. Support the team with administrative duties as and when required.
3. Comply with college customer service standards, ensuring effective communication with all stakeholders; students, employers, curriculum and external clients, parents/guardians.
4. 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 commensurate with the level of the post which may be required from time to time
6. Any other duties that are specific to the department.
7. 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

<b>Job Title:</b>	Work Experience Coordinator
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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. Good general education to at least NVQ Level 2 or equivalent	A
E	Q2. Literacy and Numeracy at Level 2 or above and willingness to improve in one or both disciplines	A
E	Q3. Level 3 Business Administration qualification	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Understanding of the benefits of work experience	A / I
E	EK2. Good knowledge of Microsoft Office / Google applications	A / I
D	EK3. Knowledge and understanding of the further education curriculum	A / I / T

D	EK4. Experience of administration work	A / I
D	EK5. Experience of customer service work	A / I / T

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Good written communication skills	A / I / T
E	SC2. Good communication skills with the ability to relate to, and work with, students from age 14 to adult, colleagues and employers	A / I / T
E	SC3. Ability to maintain resilience and a positive “can do” attitude when facing challenges	A / I
E	SC4. Ability to manage own time and work to deadlines	A / I
E	SC5. Knowledge and understanding of the needs of a range of college stakeholders (local schools, parents/carers, employers etc.)	A / I / T
D	SC6. Proven ability in administration tasks	A / I / T

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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