

Job Description

Group Member:		Leeds City College	
Job Title:		Work Placement Officer	
Reports to:		Work Placement Team Coordinator	
Job Grade	LEG A	Department	Careers, Work Experience & Progression

SPECIFIC ROLE RESPONSIBILITIES:

1. To work with students, employers and curriculum departments to support the successful completion of work placements.
2. To work with the business engagement team & curriculum to ensure placements are allocated appropriately to students

CORE RESPONSIBILITIES:

1. Support students prior to placements by identifying their skills, qualities, interests and aspirations and matching them to appropriate work placements sourced by the business engagement team.
2. Work to ambitious targets and caseloads to meet work placement requirements and stakeholder expectations.
3. Supporting students to arrange pre-placement visits, agreeing expectations with student and employer.
4. Be a point of contact for both students and employers during the placement, should any support be required and work with stakeholders to resolve reported issues.
5. Monitor and report on the progress of the placements, from the perspective of both student and employer, including visiting the student and employer in the work setting where necessary.
6. Participate in the evaluation process, reviewing the quality and impact of placements and utilising this for future development
7. Produce case studies celebrating placement success and promote to internal and external audiences.
8. Track and monitor student completion of required reflective logs and time sheets.
9. Support both student and employer to ensure placements are of high quality for both stakeholders.
10. Undertake a range of general administration duties including word processing, production of spreadsheets and updating of college information systems.
11. Be willing to travel across the Leeds City Region to support placements.

12. To work with the wider team ensuring all H+S are up to date and complete.
13. Refer students to other college departments when necessary.
14. Any other duties that are specific to the department.
15. 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

Ownership

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

Enjoyment

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

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

Creative

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

Person Specification

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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. English and Mathematics at Level 2 or above.	A
E	Q2. Level 3 qualification in related vocational or academic subjects.	A
E	Q3. Hold IOSH qualification or be willing to complete.	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Understanding of employability skills needed for a work placement, and how to equip students with these skills	A / I / P
E	EK2. Experience of working with young people in a supportive role	A / I
E	EK3. Experience of working with young people in a group and one to one basis	A / I
E	EK4 Experience of building relationships with internal and external stakeholders	A / I

D	EK5. Knowledge of 16-18 education and the T-Level agenda.	A / I /
D	EK6. Knowledge of the Leeds City Region workforce agenda and skills gap	A / I / P

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication skills orally, digitally and in writing	A / I / P /
E	SC2. An ability to develop effective relationships with young people, college staff, employers and other stakeholders	A / I / P
E	SC3. Enthusiastic, positive and understanding of students' needs	A / I
E	SC4. Initiative, self-motivation and the ability to persuade, influence and motivate others	A / I / P
E	SC5. A willingness to work flexibly both independently and as part of a team	A / I
E	SC6 Excellent attention to detail and good recordkeeping	A / I
E	SC7. Excellent customer care skills	A / I
D	SC8. Understanding of and commitment to continuous quality improvement	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