

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

### Work Experience Coordinator

1	Knowledge/Experience	Assessed At
<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p> <p>1.5</p> <p>1.6</p> <p>1.7</p> <p>1.8</p>	<p><b>ESSENTIAL</b></p> <p>Familiar with H&amp;S risk assessment process.</p> <p>Evidence of developing and maintaining effective relationships – internal and external at all levels in a diverse environment</p> <p>Experience in sourcing placement opportunities</p> <p>Experience in identifying ‘work readiness’</p> <p>Experience working with young people and employers</p> <p>Experience of setting targets and reviewing student progress to improve performance</p> <p><b>DESIRABLE</b></p> <p>Experience of working in FE</p> <p>Familiarity with the relevant National occupation standards</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
2	Qualifications	Assessed At
<p>2.1</p> <p>2.2</p> <p>2.3</p>	<p><b>ESSENTIAL</b></p> <p>Relevant Qualification at Level 3 or above</p> <p>English and Maths GSCE grade C or above or equivalent</p> <p><b>DESIRABLE</b></p> <p>Assessors/verifiers award</p>	<p>A</p> <p>A</p> <p>A</p>
3	Skills	Assessed At

	<b>ESSENTIAL</b>	
3.1	Proven ability to manage a complex workload with associated scheduling and time management skills	A/I
3.2	Expected to use own initiative and work without close supervision	A/I
3.3	Responsible for own workload	A/I
3.4	Prioritisation and delivery of work within expected timescales	A/I
3.5	A commitment to CPD	A/I
3.6	Good organisational and administrative skills	A/I
3.7	Ability to demonstrate excellent written and verbal communication skills	A/I
3.8	Self-motivated with an ability to demonstrate a positive, proactive, "can do" approach	A/I
3.9	Ability to work flexibly and reliably to meet the needs of the business	A/I
3.10	Be able to work as part of a team as well as using own initiative	A/I
<b>4</b>	<b>Special Requirements</b>	<b>Assessed At</b>
	<b>Essential</b>	
4.1	Suitable to work with children and vulnerable adults	A/I
4.2	Car Owner/Driver	A/I

**Key: Assessed at**  
**A – Application Form**  
**I – Interview**  
**P – Presentation**  
**T - Test**

## **JOB DESCRIPTION**

### **JOB DETAILS**

**Job Title:** Work Experience Coordinator

**Grade:** Scale 5

### **JOB PURPOSE**

To assess competency against National Occupational Standards

**ACCOUNTABLE TO:** Head of Department/Head of Learning & Standards

### **KEY RESULT AREAS**

- To source and coordinate, in line with the t-level guidelines the placements of all candidates in the curriculum area.
- To maintain and record communication with both the learner and their workplace supervisor.
- To assist with the enrolment and induction of new learners including providing advice on progression where appropriate.
- To ensure that all learners have the opportunity to meet the minimum placement expectations and requirements of the course.
- Liaise with employers to ensure that placements are suitable and fit for purpose prior to the commencement of placement
- Liaise with the employer and the college Health and Safety officer to ensure that appropriate risk assessment and H&s checks have taken place
- Coordinate and track the departmental application and DBS process.
- To maintain accurate records e.g. attendance, learner reviews, personal learning plans, tracking of learner progress and achievement.
- To Track and monitor learners placement using the online college tracking system.
- To carry out quality assurance tasks as specified, including acting as a Peer Assessor as appropriate.
- To promote and safeguard the welfare of children and young persons for which you have responsibility, or come into contact with.
- To promote equality of opportunity, celebrate diversity and tackle discrimination.
- Any other tasks and responsibilities commensurate with the grading of the position.
- Demonstrate on-going commitment to raising standards and continuous improvement, and on-going contribution to college policies and procedures.
- Demonstrate on-going engagement with / commitment to the college's vision and values and to delivering against clear strategic objectives and targets, understanding your own contribution to the achievement of those targets.
- To support assessment of work readiness and match students with suitable placements
- Agree structured workplan with employers that develops the practical and technical skills of each learner
- Meet students and employers at agreed intervals.

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- Any other tasks and responsibilities commensurate with the grading of the position.

**N.B. All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.**

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the Tyne Coast College and the Academy Trust, it must be accepted that, as the work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

The College and the Trust is committed to equality and diversity for all members of society. The College and the Trust will take action to discharge this responsibility but many of the actions will rely on individual staff members embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support initiatives on Equality and Diversity, which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College or the Trust can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to Health and Safety Policies in respect to their specific duties and responsibilities.

## **LEARNING & DEVELOPMENT**

All staff are required to participate fully in Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The College and the Trust are committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College and the Trust expects all staff and volunteers to share this commitment.

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## **COMMUNICATION AND WORKING RELATIONSHIPS**

### **Internal Communication/Working Relationships**

Liaison with:

Head of Learning & Standards  
Head of School  
Curriculum Leader  
Quality Coordinator  
Other Lecturers  
Student Services  
Marketing Department  
Exams  
Awarding Bodies  
Employers

### **Membership of College Groups**

School meetings  
Cross college meetings e.g. Health & Safety, MIS, Registers, Safeguarding.

### **External Communication/Working Relationships**

Liaison with:

- Students', clients and customers
- Learners' parents or guardians
- Families & Young Peoples Services
- National Apprenticeship Services
- Colleges
- OFSTED, IQER
- Local Authority
- EFA/SFA
- Employers
- Training Partners
- Awarding Bodies
- Professional bodies relating to activities of allocated area

**This is not an exhaustive list – it is for illustrative purposes only**