

JOB DESCRIPTION

Job Title: (CSC) Work Placement Coordinator

Grade: 1.0 FTE Support Grade E

Hours: 37 hours per week

Location: Framwellgate Moor Campus

Accountable to: Work Placement Lead

Job Purpose

The post holder will be part of a team of Work Placement Coordinators to source a range of work placement and Industry Work Placement opportunities across the Schools. This will include working with a range of local employers to secure 10 - 45 day work placements for students on Study Programmes and T Level programmes. The post will have a caseload of 400 students.

Key Result Areas

1. Work within a team of Work Placement Coordinators to ensure that each student on an FE Study Programme has access to a suitable work Placement of a minimum of 10 days;
2. Work within a small team of Work Placement Coordinators to ensure that each student on a T Level Programme has access to a high quality Industry Placement of a minimum of 315 hours;
3. Successfully secure Work Placements or Industry Placements for 400 students;
4. To represent the College in a professional manner when dealing with external agencies and employers and present clear and accurate information regarding expectations of the work placements or other services provided;
5. Attend external meetings and negotiate with employers to ensure the accurate model of Industry Placements are suitable for both the employer and the individual student to enhance their knowledge, skills and behaviours and fulfil the T Level criteria;

6. Attend regular internal meetings held by the Work Placement Lead and any other relevant meetings;
7. Liaise with line manager, Heads of School and other staff to provide regular updates on progress and developments;
8. Ensure that all work placement activities comply with relevant internal and external procedures and processes ensuring this is communicated effectively to the Work Placement team and to the relevant departments within the College;
9. Provide high quality assurance in respect of accurate documentation and timely reports are produced as and when required;
10. Match the student and employer ensuring a purposeful and occupationally specific work placement or Industry Placement to support and meet the student and employer expectations;
11. Maintain up to date placement records to track student progress, completion and performance during the work placement;
12. Liaise with cross College departments such as Marketing, Business Development, Health& Safety and Cross College Curriculum Teams;
13. Compile timely and up to date reports showing key information relating to work placement targets and progress against targets;
14. Attend regular internal and external CPD events as required such as T Level events;
15. Delivery of presentations to students via Personal Development sessions regarding the process of work placements to promote work placement opportunities and the associated health & safety processes/paperwork;
16. Use and update the CRM with key organisation/contact details and update contact log details;
17. Any other duties commensurate with the grade and status of the post

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's 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



A leading College of further and higher education.
Principal and Chief Executive: John Widdowson CBE

to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College 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 can improve its practice on Equality and Diversity please contact the Equality and Diversity Coordinator in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



A leading College of further and higher education.
Principal and Chief Executive: John Widdowson CBE

PERSON SPECIFICATION

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Job Title: (CSC) Work Placement Coordinator

Knowledge & Experience	Assessed by	Essential	Desirable*
English <u>and</u> Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent	1	✓	
Experience of working with a range of students	1	✓	
A1 Assessor Award or working towards	1		✓
Experience of managing a student caseload	1,2		✓
Recent experience of working within an FE/HE College or training provider/delivering apprenticeship provision	1,2		✓
A working knowledge of working with and assessing students work in an educational establishment (and ideally work based setting)	1,2		✓
Recent experience of working with a range of employers	1,2		✓
Knowledge of T Levels and Industry Placements	1,2	✓	
Knowledge of the Education Inspection Framework (EIF) and FE Study Programmes	1, 2	✓	
Skills		Essential	Desirable
A proven track record of being able to prioritise and organise own work	1,2	✓	
Ability to deal professionally with employers, staff and students in person, by phone or by correspondence	1,2,3	✓	
A proven track record of sourcing a range of Work Placements	1,2	✓	

Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2,3	✓	
Demonstrate the ability to work effectively with others.	1,2	✓	
A commitment to resolving problems and to improving own performance	1,2,3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers including extensive employer engagement	1,2,3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1,2,3	✓	
Recent experience of supervising training within an educational setting	1,2	✓	
Suitable to work with young people and vulnerable groups	1,2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: May 2021



A leading College of further and higher education.
Principal and Chief Executive: John Widdowson CBE