

Job Description

Post: Work Experience and Careers Coordinator

Purpose

To challenge educational and social disadvantage in the north.

Duties and Responsibilities

- Coordinate work placements for students undertaking compulsory work experience as part of their study programmes, or where it is a requirement of their University application, or where they are completing either 2 or 3 BTEC courses as part of their programme of study.
- Work with the independent careers advisor to schedule appointments for students and oversee the quality of the guidance being given - gather student feedback.
- Be responsible for the administration relating to potential placements, maintaining a central database and communicating and liaising with College staff, students and employers.
- Work with the student welfare team to lead the training of tutors and other subject staff on work experience processes through the development of guidance resources and attendance at progress meetings.
- Deal with enquiries from employers, take messages and follow-up action, as appropriate.
- Collate and check student data and information and produce a range of reports updating SLT on progress with placements on a termly basis.
- Attend and contribute to team meetings and other cross-cutting team meetings concerned with work experience activities.
- Liaise with College subject and progress tutors and employers to ensure the smooth and efficient operation of the service.
- Identify students with additional support needs and work with the learner services team to ensure support for these students in the workplace and in preparation for placement.
- Carry out work experience suitability checks and risk assessments.
- Track students through their work experience and liaise with employers and College staff on monitoring progress.
- Ensure employers fully understand the placement programme and any involvement expected from them.
- Manage records using cross-College IT packages. This might include Improve or specific placement software packages.
- Work with progress tutors to ensure all students log what they have gained from the work experience in the Meaningful Employer Engagement (MEE) log.
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the College's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust and College calendars.
- Consistently implement all Trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.