

DN COLLEGES GROUP

Ambition	To achieve the highest standards
Support	A caring, safe and inclusive environment
Partnership	Collaborative working to achieve shared goals
Innovation	We use our initiative and are agile in finding creative solutions
Responsibility	We take individual and collective responsibility
Equality	We work with integrity and are open, honest and respectful of each other

Job Title: Work Placement Co-ordinator

Salary: £26,131 - £27,436 pro rata, per annum - Grade 3 Pro rata £23,201 - £24,360

Responsible To: Work Placement Team Leader

Job Purpose: To support the Work Placement Team Leader/Manager in the planning and preparation of work placements across the College curriculum.

Job Duties and Responsibilities:

To support the Work Placement Manger and Team Leader, to organise and develop new and existing work placements to support students in the work placement process.

1. To support the Curriculum areas by ensuring all learners receive an outstanding experience throughout their study.
2. To undertake all necessary planning, preparation and assessment to ensure effective and efficient work placement delivery, adhering to College policies and procedures, funding requirements and external body requirements. Organise and attend placement visits to monitor the progress of students, and deal effectively with any issues/concerns that arise.
3. Carry out Health & Safety assessments of work placement settings, and to be aware of the issues surrounding Health & Safety/Safeguarding within the work place environment.
4. Assist with briefing meetings on a group and individual basis with students and course leaders so that they understand the work placement process, the level of support available and are fully equipped to undertake a successful work placement.
5. Be familiar with the DBS checking process and assist students in the form completion.
6. Assist in the distribution of relevant documentation to providers concerning work placement
7. Assist in the development and maintenance of a database of appropriate employer and commercial/industrial links.

Job Description and Person Specification

8. Assist with work placement correspondence and telephone enquiries internally and externally.
9. Help monitor the progress of work placement throughout the college in liaison with the Work Placement Manager/Team leader.
10. Communicate effectively with the Work Placement Manager /Team Leader and appropriate team members.
11. Willing to undertake training where appropriate.
13. Any other duties as required by your Line Manager, commensurate with the grade of the post.

General Duties and Responsibilities:

To support DN College in ensuring that students are at the centre of everything we do. We expect all of our staff to listen to our students and positively contribute to the student experience and individual success of our students.

In addition the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject, and:-

- with full regard for the College's equality and diversity and health and safety requirements;
- to achieve individual and team targets assigned through the College's annual planning and staff appraisal processes;
- within approved income and expenditure budgets;
- Subject to the College's approved strategies, policies and procedures.

This job description is not intended to be exhaustive and may be subject to regular review and revision, depending on the future needs of the post and the organisation.

Professional Development

To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records.

To actively participate in any scheme of regular performance review and appraisal adopted by the College Group.

Additional Duties

Work with managers and employees to support the developing high performing culture of the learning organisation and facilitate cultural change.

Commit and adhere to the organisational **Equality and Diversity, Health and Safety, Safeguarding** and other policies, processes, values and objectives.

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Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note: The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstances.

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JOB TITLE : Work Placement Co-ordinator				RESPONSIBLE TO		Work Placement Team Leader	
DIRECTORATE/FACULTY			RESPONSIBLE FOR				
SPECIFIC ATTRIBUTES	No	ESSENTIAL CRITERIA	HOW MEASURED	No	DESIRABLE CRITERIA	HOW MEASURED	
A Education and Qualifications	1	Possesses a relevant qualification	Certificates	5		Certificates Statement	
	2	Good IT skills including word processing and spread sheets	Application Form	6			
B Work Experience	1	Experience of working with 14 – 19 age group	Interview				
	2	Experience of working within an education sector	References Statement				
C Specific Skills, Aptitudes and Knowledge	1	Ability to establish systems and procedures	Interview	2	Some knowledge of safeguarding Knowledge of completing risk assessments		
				3			
D Personal Qualities	1	Excellent communication and interpersonal skills	Application form				
	2	High levels of organisational and planning skills	Interview				
	3	Ability to work under pressure at all times	Statement				
	4	Able to use initiative					
	5	Be flexible to the varied demands of the post					
	6	Work both as part of a team and independently					
	7	Ability to work effectively with employers, students and staff					
	8	Be persuasive and diplomatic with a focus on overcoming barriers					
E Other related experience	1	Hold a driving licence and access to transport					

Job Description and Person Specification

DN COLLEGES GROUP**SUMMARY OF TERMS AND CONDITIONS
(INCLUDING REMUNERATION)**

Perm/Temp	Permanent
Grade and Salary	£26,131 - £27, 436 pro rata, per annum - Grade 3 <u>£23,201 - £24,360</u>
Hours	35.5 per week
Part-time working	Optime Support Ltd is prepared to consider applications for a fraction of the hours advertised. Most posts are suitable for job share, joint applications are welcome. However, applicants who want part-time work but have no job share partner are encouraged to apply as Optime Support Ltd can usually make adjustments to accommodate different working arrangements.
Flexible working	Employees are expected to be flexible, hours of work can be subject to averaging. DNCG sites are open during the evening and at weekends to a limited extent. The specific details applicable to this post will be discussed at interview.
Annual Leave	30 bookable days Plus 8 public holidays Plus two weeks at Christmas
Level of Disclosure for this post	Enhanced.
Costs incurred as a result of employment	All reasonable costs incurred as a result of carrying out the responsibilities of the post (additional travel, subsistence etc.) are reimbursed provided that approval, was obtained in advance. Claims (supported by receipts) are submitted on a monthly basis (more often if appropriate) for processing.
Smoking	The College has designated smoking areas on site.
Uniform	Employees are expected to wear a uniform if one is provided.
Pension	Optime Support Ltd offers a group personal pension scheme.
Health Scheme	Employees of Optime Support Ltd may join the Health Scheme.
Union	Employees may join a Trade Union. The Group recognises Unison/UCU/NEU.