

## JOB DESCRIPTION

Post Title: Work Experience Coordinator - Student Services

Salary: Salary is based on Sixth Form Colleges' Association Support Staff pay spine from Points 6-8, currently £19,524 - £20,565 pro-rata. (Actual amount - £16,556 - £17,439).

Purpose:

- As a member of the Careers and Employability Team, participate in the delivery of careers education, information, advice and guidance within the College.
- To support the Careers department in implementing the Government's Careers Strategy and Statutory Guidance, including the implementation of the Gatsby Benchmarks.
- Liaise with external bodies, relevant staff in College and parents/carers ensuring that the College secures appropriate work experience placement opportunities for its students and learners receive a high quality of work experience provision.
- Co-ordinate employer engagement and employability related activities across the College including the work experience offer.

Responsible to: The Principal through the Deputy Principal– Student Services and Careers Manager.

Liaising with: Relevant staff with cross college responsibilities. E.g. Senior Management Team, Head of Hall Team, College Management Team, teaching staff, personal tutors and support staff.

### Main Duties and Responsibilities

- To plan and provide robust and impartial careers education, information, advice and guidance to students in the College (as individuals and groups), to assist their progression into employment, Higher or Further Education, training, Apprenticeships, work etc.
- To plan, organise, co-ordinate and contribute to the implementation of the college's careers programme, liaising with outside agencies to secure specialist expertise as appropriate.
- To develop a comprehensive database of employer contacts and assist with marketing efforts to attract new employer links to maintain a wide, up to date, knowledge of employer engagement across all sectors.
- To establish and develop work placement / experience opportunities for all learners on mainstream courses.

- To ensure that, learners are offered appropriate opportunities to undertake work experience placements.
- To find suitable placements for Level 2 and 3 vocational learners, with a view to meeting course requirements and matching each learner's needs, career aspirations and interests to an appropriate placement.
- To initiate new links with local employers to identify, establish and develop a network of employers to provide appropriate work placements through developing good working relationships and ensure that they conform to all College policies, legal, health and safety and other statutory requirements.
- To support the administration of DBS checks for students.
- To ensure all paperwork related to short and long term work experience placements including the checking of employer liability insurance is routinely completed.
- To update learner records relating to work experience on departmental documents and MyLoreto.
- To ensure all health and safety regulations including risk and impact assessments are met with regard to learners and their work experiences(s).
- To organise and co-ordinate staff visits to placements.
- To collate and analyse employer feedback forms.
- To identify and arrange for employers to give specialist talks to learners at the College.
- To undertake visits to learners on placement.
- Assist the Careers Manager in evaluating the success of work experience across the College.
- To act as a coordinator and point of contact for work experience arrangements.
- Under the guidance of the Careers and Employability Manager to help organise employer events such as mock interview days, work shadowing opportunities and employer visits.
- To provide a range of general administrative activities including: answering and making telephone calls, booking meeting rooms, writing minutes, assisting and producing where applicable, mail merge letters, PowerPoint presentations and inputting data and spreadsheet tasks.
- To maintain and build upon the college's links with universities, University Technical Colleges, FE colleges, Apprenticeship Providers, New Institutes of Technology and Employers.
- To promote Equality and Diversity in all aspects of your area.
- To attend staff training, meetings or conferences as required.
- To maintain appropriate administration records in accordance with college requirements.
- To adhere to Health and Safety policies and procedures.
- To become familiar with the services provided by the office in order to be able to deal with enquiries and requests for information from both internal and external enquirers.
- To be conversant with the college database and to operate this when required.
- To prioritise and allocate in the most efficient and effective way, all incoming work and have flexibility and a readiness to undertake a wide range of tasks.
- To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation.
- To assist with the collation/preparation of materials required for college events.
- To work supportively with students and help promote student wellbeing.
- To assist with evening/weekend activities and functions and other events as required.

- To seek to improve all existing practices and constantly work towards more efficient and consistent attendance procedures for all, including teaching staff, Heads of Department, Senior Management, administration staff, etc.
- To act professionally, prudently and in the interests of the organisation at all times.

### Staffing

#### Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

### Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

### Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

### Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office.

### Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To carry out duties with due regard to the college's policies on equal opportunities, health and safety and quality assurance.
- To undertake any other duties the Principal or his designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR).

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

## PERSON SPECIFICATION: WORK EXPERIENCE COORDINATOR

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience in an administrative role	✓		Application, Interview
Experience working in Careers Education Information Advice and Guidance		✓	Application, Interview
Recent experience of providing Work Experience placements gained either from an educational setting, Local Authority or employer context		✓	Application, Interview
Administrative experience in an educational environment		✓	Application, Interview
<b>Skills and Knowledge</b>			
Some knowledge of the Government's careers strategy for Schools and Colleges		✓	Application, Interview, Test
Some knowledge of local & national labour market developments and trends		✓	Application, Interview, Test
Knowledge of the DBS application process		✓	Application, Interview, Test
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	✓		Application, Interview, Test
Ability to prioritise and multitask, managing own workload	✓		Application, Interview
Experience of providing wellbeing support for students		✓	Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	✓		Interview
Carries out routine liaison to pass on information promptly and accurately to all those who need to know.	✓		Interview
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
High level of literacy/communication skills	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
<b>Qualifications</b>			
A relevant Careers Development Qualification - QCF Level 6/SCQF level 11 or above		✓	Application, Interview
Registered Professional with the Careers Development Institute (CDI)		✓	Application, Interview
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	✓		Application, Interview
<b>Attitude and Impact</b>			
Positive and Enthusiastic	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Committed to Equality and Diversity	✓		Interview
<b>Personal</b>			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)*	✓		Interview
<i>* both will follow an initial offer of employment</i>			
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			

## SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

### Work Experience Coordinator – Student Services

<b>Start Date</b>	December 2021, or as soon as possible
<b>Closing date</b>	Closing date for receipt of applications <b>10.00am on Monday 29<sup>th</sup> November 2021</b> . We will not be able to accept applications after this date, except in exceptional circumstances.
<b>Salary</b>	Salary is based on Sixth Form Colleges' Association Support Staff pay spine from Points 6-8 (£19,524 - £20,565 Full time equivalent) depending on experience. (Actual amount - £16.556 - £17.439).
<b>Interview date</b>	It is anticipated that interviews will be held on the week commencing <b>15<sup>th</sup> November 2021</b> and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
<b>Payment</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
<b>Pension Scheme</b>	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).
<b>DBS Clearance and safeguarding checks</b>	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
<b>Rehabilitation of Offenders Act 1974</b>	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>