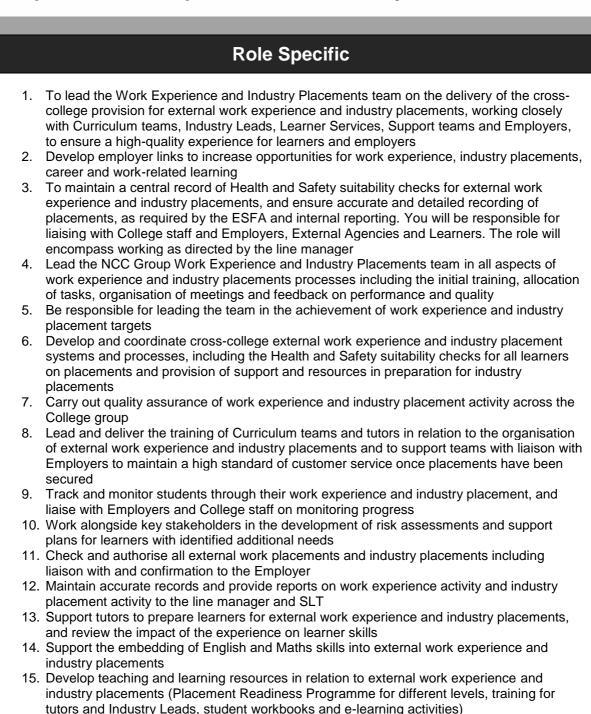


ACCRINGTON & ROSSENDALE

**COLLEGE** 

NELSON & COLNE

COLLEGE



16. Coordinate the collation of feedback from Employers following external work experience and industry placements and follow up, where appropriate





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## Job Description: Work Experience and Industry Placement Team Leader

- 17. Investigate any accidents in the workplace and report as part of Safeguarding procedures
- 18. Participate in training and development, as appropriate
- 19. Undertake any other duties that may be reasonably required, commensurate with the grade and scope of this post and agreed with the relevant line manager. This may include supporting College events which may be outside normal hours of work
- 20. Promote and safeguard the welfare of children, young people and vulnerable adults

## **College Responsibilities**

- 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
- 2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
- 3. Value diversity and promote equality
- 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
- 5. Contribute to cross-college events
- 6. Adhere to College policies and procedures including health and safety
- 7. Ensure good communication at all levels
- 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
- 9. Any other duties that the Principal considers appropriate





## Job Description: Work Experience and Industry Placement Team Leader

Person Specification	Work Experience and Industry Placement Team Leader
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
Degree Level Qualification in a relevant subject	Essential
Training, Experience and Knowledge	
Successful experience of working with people of all ages, skills and abilities	Essential
Experience of developing effective relationships/ partnership working	Essential
Experience of leading a team	Essential
Experience of processing information and utilising systems to monitor and track data	Essential
Knowledge of the FE sector and its study programmes	Highly Desirable
Experience of working within an education environment	Highly Desirable
Personal Skills and Attitudes	
Be organised and methodical when working	Essential
Be a team player	Essential
Possess excellent communication skills, having the ability to relate to and empathise with a broad range of students of different ages, from different backgrounds and cultures	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential