

Job Description: Work Experience and Industry Placement Team Leader

Role Specific

1. To lead the Work Experience and Industry Placements team on the delivery of the cross-college provision for external work experience and industry placements, working closely with Curriculum teams, Industry Leads, Learner Services, Support teams and Employers, to ensure a high-quality experience for learners and employers
2. Develop employer links to increase opportunities for work experience, industry placements, career and work-related learning
3. To maintain a central record of Health and Safety suitability checks for external work experience and industry placements, and ensure accurate and detailed recording of placements, as required by the ESFA and internal reporting. You will be responsible for liaising with College staff and Employers, External Agencies and Learners. The role will encompass working as directed by the line manager
4. Lead the NCC Group Work Experience and Industry Placements team in all aspects of work experience and industry placements processes including the initial training, allocation of tasks, organisation of meetings and feedback on performance and quality
5. Be responsible for leading the team in the achievement of work experience and industry placement targets
6. Develop and coordinate cross-college external work experience and industry placement systems and processes, including the Health and Safety suitability checks for all learners on placements and provision of support and resources in preparation for industry placements
7. Carry out quality assurance of work experience and industry placement activity across the College group
8. Lead and deliver the training of Curriculum teams and tutors in relation to the organisation of external work experience and industry placements and to support teams with liaison with Employers to maintain a high standard of customer service once placements have been secured
9. Track and monitor students through their work experience and industry placement, and liaise with Employers and College staff on monitoring progress
10. Work alongside key stakeholders in the development of risk assessments and support plans for learners with identified additional needs
11. Check and authorise all external work placements and industry placements including liaison with and confirmation to the Employer
12. Maintain accurate records and provide reports on work experience activity and industry placement activity to the line manager and SLT
13. Support tutors to prepare learners for external work experience and industry placements, and review the impact of the experience on learner skills
14. Support the embedding of English and Maths skills into external work experience and industry placements
15. Develop teaching and learning resources in relation to external work experience and industry placements (Placement Readiness Programme for different levels, training for tutors and Industry Leads, student workbooks and e-learning activities)
16. Coordinate the collation of feedback from Employers following external work experience and industry placements and follow up, where appropriate



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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

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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