
Placement Officer (Health and Care)

External Vacancy

Post Ref: 5999 Full Time, 37 hours per week. Term Time Only (38 weeks). Permanent. £21,829.66 to £23,729.47 per annum, pro rata.

Sunderland College is seeking to recruit an enthusiastic and hardworking Placement Officer to work in the forward thinking and fast paced Health and Care team. The successful candidate would join a dynamic and innovative team who work closely with a wide range of local employers to enable learners to develop both academic and practical work skills in preparation for employment or higher education. Our focus is excellence and our students are at the heart of everything we do.

Applicants should have experience of employer engagement with relevant industrial experience to assist in the development, monitoring and operation of the work placement programme for Health and Care.

The job role will involve:

- Arranging appropriate placements for learners in line with awarding body stipulations.
- Carrying out assessments, particularly regarding competency on students within health and care placements as a requirement of the awarding bodies.
- Liaising with students, staff and placement supervisors to arrange assessment visits.
- Arranging meetings both in college and placement to discuss placement issues.
- Communicating effectively with placements.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on Monday 6th August 2018

It is anticipated that interviews will take place during the week commencing 20th August 2018

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title	Placement Officer (Health and Care)
Post Reference	5999
Reports to	Curriculum Manager
Department	Sport Health and Wellbeing
Grade	019 - 022
Contract	Full time, Term Time Only (38weeks), Permanent
Location	Any College Campus

ROLE PURPOSE

- Arranging appropriate placements for 16-19 year old study programme learners on our Health and Social Care courses in line with awarding body stipulations.
- Carrying out visits to employers premises in order to monitor student attendance and progress.
- Closely monitor and manage learner progress through liaising with students, staff and placement supervisors.
- Expanding the number of Health and Social care placement opportunities.
- Communicating effectively with all stakeholders.
- Completing health and safety risk assessments on placement settings.

KEY ACCOUNTABILITIES

1. Liaising with students, staff and placement supervisors to arrange appropriate visits.
2. Arranging meetings both in college and placement to discuss placement issues with individual students.
3. All students have appropriate placements each year in liaison with Curriculum Leaders and Course Team and workload re visiting is allocated appropriately bearing in mind resource implications.
4. All placements are contacted to make arrangements and to confirm these in writing. Potential placements are visited and paperwork is completed.
5. All placements have public liability insurance and are aware of the college requirements re supervision and Health and Safety.
6. Administration concerned with placement is undertaken including:
 - To check students have parental permission for work experience and occupational health clearance

- Maintain student records re police check and references following application through central admissions
 - Follow-up these records to ensure they are received before students are allowed into placements
7. Ensure students are visited in line with awarding body.
 8. To feedback information to the course tutors regularly and participate (as appropriately) in discussions regarding student performance.
 9. To attend staff meetings with college staff and to organise meetings with placement staff.
 10. To attend meetings with EVs if required.
 11. To contribute to the smooth running of the section.
 12. To participate in appropriate staff development activities.
 13. To undertake invigilation duties as and when required.
 14. To carry out such duties as may be reasonable decided from time-to-time by senior management.

GENERAL RESPONSIBILITIES

- To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- To work at any of the College sites on a temporary or indefinite basis.
- To undertake such duties as are reasonably allocated, appropriate to the grade of the post.



Person Specification

Post Title: Placement Officer (Health & Care) Post Ref: 5999

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Demonstrate ability of experience of work placement in Childcare. Demonstrable ability of relating to learners and employers. Good understanding of student work placements. Good interpersonal and liaison skills. Good communication skills with a variety of levels. Knowledge of placement assessments and competency for Childcare and Early Years Educator. ICT skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Appropriate Vocational/Specialist qualifications Assessor and Verifier qualification <i>D34 Assessor qualification</i> Educated to degree level or equivalent Level 2 English and Maths qualification Teaching qualification (PCE, CTLLS, DTLLS, PCET, PGCE) QCF Level 3 certificate in assessing vocational achievement	✓ ✓ ✓ ✓ ✓	✓
Experience Occupationally competent (must have industrial experience within the last 12 months) Recent experience of assessment within health and care placements	✓ ✓	



Disposition Excellent team working skills Well organised and effective time management To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold British Values, the college values and responsibilities with regard to equality & diversity To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	✓ ✓ ✓ ✓ ✓	
---	-----------------------	--