|  |  |
| --- | --- |
| MC_logo_Process | Mission Statement‘Driving Ambition, Inspiring Success’ |

|  |  |
| --- | --- |
| Job Description | Job Title No:  |

|  |  |
| --- | --- |
| Post Holder |  |
| Job Title | Work Placement Coordinator – Part Time |
| Responsible to | Teaching & Learning Manager |

#### Purpose: Key Strategic Objectives

* To manage and organise multiple work placements and work experience related activities linked to a student’s main programme of study
* To develop and maintain a database of suitable external placement providers.
* To ensure that all placements used for work experience have and hold current liability insurance and have met all the requirements of the college vetting procedure.
* To ensure the safety of learners on placements by ensuring adequate risk management within that working environment in accordance with College policy, specific department procedures and in accordance with individual learner requirements.
* To liaise with tutors, managers and businesses to ensure students have opportunity to and take part in meaningful work placements and or work related activities.
* To ensure suitable assessments are carried out during placement provision.
* To liaise with other Directorates in the development of the provision of quality placements.
* To be actively involved in the attainment of objectives contained within the College’s Development Plan.
* To commit to the Colleges Child Protection policy and promote a safe environment for children, young people and vulnerable adults within the College.

**Specifically the post holder's responsibilities will be as follows:**

* To maintain, review, develop and increase the work placement opportunities.
* To be responsible under the direction of the Director of Programme/Deputy Director of Programme for the organising, coordinating and monitor of learners whilst on placement.
* To liaise with the Director of Programme on placement opportunities.
* To ensure that all placement providers comply with the health and safety regulations and that appropriate risk assessments are carried out for specific learner requirements.
* To keep an up to date database of placement providers, and opportunities they can offer, and record their performance, through review procedures or otherwise, regarding health, safety and effective supervision.
* To meet with students prior to their placements and discuss their needs and college’s expectations of students whilst on placement.
* To update the staff on new placement opportunities and the progress of students whilst on placement.
* To provide accurate reports and data on the various placement providers for inclusion in Director of Programme reports to governors and operating statements.
* To actively show a commitment to the Directorate Strategic Objectives.
* To show an active commitment to the college’s equality and diversity policy, quality frameworks and health and safety procedures including participation in the college’s open day and parent’s consultation evenings.
* To actively participate in Continuous Professional Development including the introduction of new technologies to allow you to contribute effectively to the success of the College.
* To carry out such other appropriate duties commensurate with your skills, knowledge and experience.
* The College may, in consultation with you, need to vary these duties from time to time in order to respond to the changing requirements of the College.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Person Specification |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Ref** | **Criteria description** | **Method of assessment** |
| 1. **Skills and Abilities**
 |
| Essential | 1.1 | A high degree of IT literacy and competence | Application/Interview |
| 1.2 | Excellent customer service/interpersonal skills with both adults and young people |
| 1.3 | The ability to prioritise at all times and work under pressure |
| 1.4 | Excellent team worker with an ability take responsibility to work independently |
| 1. **Qualifications and Training**
 |
| Essential | 2.1 | Grade C or above in Maths and English (or equivalent) |  |
| 2.2 | A commitment to undertake any mandatory training relevant to the role | Application/Verification of original certificates |
| 2.3 | To hold an relevant Level 3 qualification |
| Desirable | 2.4 | Relevant Health & Safety qualification (or be willing to work towards) |
| 1. **Attitude/Disposition**
 |
| Essential | 3.1 | To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College | Application/Interview/References |
| 3.2 | Flexibility in terms of working day (some evening work may be necessary) |
| 3.3 | Commitment to quality of work with an excellent attention to detail |
| 3.4 | Progressive growth mind-set towards solving challenging situations  |
| 1. **Other Requirements**
 |
| Essential | 4.1 | Car owner with driving licence and business use insurance cover. | Application/Interview |
| 1. **Knowledge**
 |
| Essential | 5.1 | Knowledge and understanding of Health & Safety Legislation. | Application/Interview |
| 5.2 | Knowledge of current work placement policy and key strategic aims. |
| 5.3 | Knowledge of managing placements and dealing with placement providers. |
| 1. **Experience**
 |
| Essential | 6.1 | Experience of liaising with internal and external clients/organisations. | Application/Interview |
| 6.2 | Experience of managing specific projects and the data within it. |

|  |
| --- |
| Contract Arrangements |

Teaching Support Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines. Within your contract, the following salient features will apply:

|  |  |  |
| --- | --- | --- |
| 1. | Contract type | Teaching Support, Part-time, Permanent  |
|  |
| 2. | Working week | 18.5 hours per week. |
|  |
| 3. | Holiday | 30 days per annum (pro rata) plus statutory bank holidays |
|  |  |  |
| 4. | Period of Notice | Three months. |
|  |
| 5. | Salary Scales | Business SupportScale 3, Points 14 – 16£8,361 - £8,893 per annum (actual salary) |
|  |
| 6. | Pension | Employees are eligible to join the Local Government Pension Scheme and the employee’s Pension Contribution Rate is 5.5% of the salary. Further information will be provided on appointment to the post. |
|  |
| 7. | Sickness | The Corporation’s Sickness Policy will apply and further information is available from the Human Resources Department on request. |
|  |  |  |
| 8. | Probationary Period | 12 months. |
|  |  |  |
| 9. | Disclosure & Barring Service Check | From the 1 August 2018, new employees (with the exception of Apprentices, Business Support Scales 1, 2 & 3 or equivalent in Northern Skills Group) will be required to pay for the Disclosure & Barring Service Check, and this will be deducted from their payroll over the first three months of employment. The current cost of a Disclosure & Barring Service Check is £58.40.  |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**