

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

JOB DESCRIPTION

Job Title	Work Placement Coordinator
Grade	Support Grade E
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	School of Foundation Studies, Vocational Steps and Personal Development
Accountable to	Head of Foundation Studies and Personal Development

JOB PURPOSE

The post holder will be part of a team of Work Placement Coordinators to source a range of work placement and Industry Work Placement opportunities across the Schools. This will include working with a range of local employers to secure 10 - 45-day work placements for students on Study Programmes and T Level programmes. The post will have a caseload of students.

KEY RESULT AREAS

1. Work within a small team of Work Placement Coordinators to ensure that each student on an FE Study Programme has access to a suitable work Placement of a minimum of 10 days.
2. Work within a small team of Work Placement Coordinators to ensure that each student on a T Level Programme has access to a high quality Industry Placement of a minimum of 315 hours.
3. Successfully secure Work Placements or Industry Placements for approximately 400 students.
4. To represent the College in a professional manner when dealing with external agencies and employers and present clear and accurate information regarding expectations of the work placements or other services provided.
5. Attend external meetings and negotiate with employers to ensure the accurate model of Industry Placements are suitable for both the employer and the individual student to enhance their knowledge, skills and behaviours and fulfil the T Level criteria.
6. Attend regular internal meetings held by the Work Placement Manager and any other relevant meetings.
7. Liaise with line manager, Heads of School and other staff to provide regular updates on progress and developments.
8. Ensure that all work placement activities comply with relevant internal and external procedures and processes ensuring this is communicated effectively to the Work Placement team and to the relevant departments within the College.
9. Provide high quality assurance in respect of accurate documentation and timely reports are produced as and when required.
10. Match the student and employer ensuring a purposeful and occupationally specific work placement or Industry Placement to support and meet the student and employer expectations.
11. Maintain up to date placement records to track student progress, completion and performance during the work placement.
12. Liaise with cross College departments such as Marketing, Business Development, Health& Safety and Cross College Curriculum Teams.

13. Compile timely and up to date reports showing key information relating to work placement targets and progress against targets.
14. Attend regular internal and external CPD events as required such as T Level events;
15. Delivery of presentations to students via Personal Development sessions regarding the process of work placements to promote work placement opportunities and the associated health & safety processes/paperwork.
16. Use and update the CRM with key organisation/contact details and update contact log details.
17. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the mission, vision and values of New College Durham.
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs.
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Work Placement Coordinator

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Experience of working with a range of students	1 / 2	✓	
Experience of managing a student caseload	1 / 2		✓
Recent experience of working within an FE/HE College or training provider/delivering apprenticeship provision	1 / 2		✓
A working knowledge of working with and assessing students work in an educational establishment (and ideally work based setting)	1 / 2		✓
Recent experience of working with a range of employers	1 / 2		✓
Knowledge of T Levels and Industry Placements	1 / 2	✓	
Knowledge of the Education Inspection Framework (EIF) and FE Study Programmes	1 / 2	✓	

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PERSON SPECIFICATION

Job Title: Work Placement Coordinator

Knowledge & Experience	Assessed by	Essential	Desirable*
A proven track record of being able to prioritise and organise own work	1 / 2	✓	
Ability to deal professionally with employers, staff and students in person, by phone or by correspondence	1 / 2 / 3	✓	
A proven track record of sourcing a range of Work Placements or recruitment.	1 / 2		✓
Recent experience in effectively organising and scheduling tasks to meet deadlines	1 / 2 / 3	✓	
Demonstrate the ability to work effectively with others.	1 / 2	✓	
A commitment to resolving problems and to improving own performance	1 / 2 / 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers including extensive employer engagement	1 / 2 / 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1 / 2 / 3	✓	
Suitable to work with young people and vulnerable groups	1 / 2	✓	

* For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

** This criteria might be considered at the shortlisting stage.

Academic Staff who are new to teaching and who do not have a recognised teaching qualification, will be required to undertake the College’s six month programme “Teaching, Learning and Assessment Toolkit” to gain knowledge on the

practicalities of the skills to plan, deliver, assess and review teaching and assessment. This should be completed within the probationary period.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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