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## Job Description for Work Experience Co-ordinator

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Reporting to: Director of Vocational Qualifications

Based at: New College Bradford

### OVERALL PURPOSE OF THE POST

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The Work Placement Co-ordinator at New College Bradford, will be responsible for the promotion of work experience across all subject areas and maintain learner safety both within the college and whilst on work placements. This will include providing administrative systems to support the safe transition of students, to successfully complete work experience placements.

### MAIN DUTIES

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- Work with appropriate Heads of School to promote, set up and monitor standards for Health and Safety for work placements.
  - Liaise with potential placement providers/employers, promoting the benefits of work placements to employers and provide advice and guidance relating to work placements and health and safety matters.
  - Maintain and develop an accurate database of workplace providers and student work placements. Record and keep accurate records of placement attendance.
  - Visit employers to ensure they offer suitable and safe placements for young people and gather information to assist with the approval process, checking work placements against health and safety standards and visiting organisations to risk assess placements for individual students.
  - Inform providers of students health/wellbeing needs before placement commences, adhering to GDPR policy.
  - Support students with the DBS process and update service; liaising with the Human Resources department re the DBS process as required.
  - Oversee work placements, visiting work placement providers, and take responsibility for ensuring that:
    - A learner Health and Safety Induction takes place prior to the placement.
    - The learner receives a visit in the workplace whilst on placement.
    - The student debrief covers Health and Safety issues.(In some cases this will mean actually carrying out these tasks).
  - Liaise with the Trust Health and Safety Manager regarding any matters of concern or Health and Safety issues and undertake activities linked to accidents/complaints regarding work placements.
  - Contribute to the process for organising student trips and visits, including extension/enrichment activities.
  - Provide additional assistance, as part of the Support Staff, in other areas of College as directed by the management team.
  - Regularly report to your line manager on work experience activity as appropriate.
  - Maintain and update the college work experience Virtual Learning Environment (VLE).
  - Raise any safeguarding concerns from students or placements with DSL as a matter of urgency.
  - Work alongside other work experience co-ordinators within the Trust and share good practice
  - Be prepared to travel to visit students and secure new placements as part of your role.
  - Undertake other duties as requested of you, as appropriate.
- **You may be required to work up to 2 evenings per academic year to support Trust events.**

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Work Experience Co-ordinator

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in an administrative role.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of co-ordinating work experience or similar.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good general standard of education.</li> <li>• Achievement of professional qualifications i.e. IOSH or willingness to work towards.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to motivate and enthuse students.</li> <li>• Ability to work with students of all academic abilities.</li> <li>• Ability to advise students and staff about appropriate health and safety issues relevant to work placements.</li> <li>• Ability to liaise with a range of external agencies and to act as an ambassador for the Trust.</li> <li>• Knowledge of Safeguarding issues and protocols in an educational setting.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels, in a variety of situations, both formally and informally.</li> <li>• Well-developed oral, written and interpersonal skills.</li> <li>• Good team member.</li> <li>• Ability to work with others or independently.</li> <li>• Excellent organisational and administrative skills.</li> <li>• Ability to take a pro-active approach to the role.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the role.</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice in this College and others.</li> <li>• Commitment to equal opportunities.</li> <li>• A good working knowledge of Health and Safety issues.</li> <li>• Flexible approach to work</li> </ul>	