
Job Description for Work Experience Assistant

Reporting to: Progression Manager
Based at: New College Pontefract
Paid on: Band G Scale Points 12-15

OVERALL PURPOSE OF THE POST

The Work Placement Assistant will provide support to the Progression Manager in securing work placements for year 12 students.

MAIN DUTIES

- 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.
- Be aware of, and contribute towards, the implementation of Quality Standards and Health and Safety and Equal Opportunities policies within your area of work.
- Provide additional assistance, as part of the Support Staff, in other areas of College as directed by the management team.
- To report to senior management as appropriate.

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 trust 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 trust 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	DESIREABLE
Education and Training	<ul style="list-style-type: none"> • Good general standard of education, including a minimum of GCSE equivalent in Maths and English at Grade C or above. • Willingness to undertake relevant qualifications whilst in post to work towards an appropriate professional qualification, ie – ENTO. • Willingness to undertake First Aid training. 	<ul style="list-style-type: none"> • Evidence of continued professional development. • Appropriate professional qualification, ie – ENTO, NEBOSH • First Aid at Work qualification.
Special Skills and Knowledge	<ul style="list-style-type: none"> • Ability to motivate and enthuse students. • Ability to work with students of all academic abilities. • Ability to advise students and staff about appropriate health and safety issues relevant to work placements. • Ability to liaise with a range of external agencies and to act as an ambassador for the Trust. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Ability to communicate at all levels, in a variety of situations, both formally and informally. • Well-developed oral, written and interpersonal skills. • Good team member. • Ability to work with others or independently. • Excellent organisational and administrative skills. • Ability to take a pro-active approach to the role. 	
Additional Factors	<ul style="list-style-type: none"> • Enthusiasm for the role. • Commitment to continuous improvement and willingness to learn from experience and practice in this College and others. • Commitment to equal opportunities. • A good working knowledge of Health and Safety issues. • Flexible approach to work 	