

## Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

### Job description

<b>Post:</b>	Employability and Work Placement Officer
<b>Responsible to:</b>	Head of Learning Resources and Careers
<b>Coordinates with:</b>	Head of Student Support, Futures team, FYi team, curriculum staff, Pastoral Mentors, Additional Learning Support

### Summary of responsibilities:

To further develop the college's network of employers and voluntary organisations, principally in order to source suitable and sufficient work placement, industry placements and wider employability and skills activities for students and for the industrial updating for staff.

To visit students on work placement at employer premises.

To be responsible for the effective organisation of the work placement programme. To work in the Futures team promoting and implementing work placement, wider work experience and other employability and skills activities both in physical form and remotely.

To work with our Careers Academies, organising and delivering small-scale events, workshops an/or 1:1 meetings, developing employability skills and knowledge.

### Main duties:

- To build excellent relationships with local and regional employers and identify appropriate possibilities for work placement and Career Academy opportunities, especially in the priority sectors identified by the sixth form.
- To liaise with key curriculum staff to identify needs for placements and employability activities and address these through approaches to employers paying particular attention to local and national priorities.
- To provide a responsive service to students seeking work placements and other employability development opportunities, including those in a Career Academy, in conjunction with the Futures team.
- To match students with appropriate placement opportunities and to carry out the administration of the placements.
- Organise employer encounters for students in conjunction with curriculum facing staff and Career Academy Leads.
- To meet targets set for the acquisition of work placements and employability opportunities e.g. talks, workshops, career fairs.
- To represent the sixth form at appropriate business networking events and to deliver presentations about the sixth form's employability work to a variety of audiences including students, staff and employers.
- To maintain the college database, with particular reference to employers and voluntary organisations.

- To monitor the students on work placement in a range of vocational settings, including visiting students on work placement at employer premises.
- To carry out and record risk assessments relevant to work placements and students.
- To produce appropriate marketing materials and content to promote our employer links programme in conjunction with the Marketing Officer.
- To undertake/organise appropriate marketing activities and contribute to the organising of employer fairs within the college.
- To obtain feedback from students, tutors and partners on the delivery of the service, and to produce regular summaries and reports including recommendations to improve the work placement and employability service.
- To keep full, accurate and up-to-date records of all employer liaison activities and to produce monthly reports on numbers of placements/other activities sourced and delivered.
- To attend relevant staff development activities when necessary.
- To be prepared to work in the Learning Resource Centre when necessary.
- To be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To promote equality and diversity, college policies and the core values of the college.

### Summary of main terms and conditions

<b>Salary</b>	Points 13 to 15 of the Sixth Form Colleges Support Staff pay spine currently £26,289 to £27,804 per annum for full-time, college staff term time only plus ten days.
<b>Working hours</b>	Your working hours will be 08:30am-4:30pm, Monday to Friday. You are expected to attend a weekly departmental meeting which may take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends.
<b>Pension scheme</b>	You will be auto-enrolled into the Local Government Pension Scheme
<b>Safeguarding</b>	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
<b>Payment</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>Health</b>	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
<b>References</b>	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.
<b>Reviews</b>	You will have regular reviews to assess your progress and set targets.

### Person specification for Employability and Work Placement Officer

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
<b>You've got...</b>	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
Proof of education to at least A level / NVQ Level 3	A,I
GCSEs or equivalent at Grade C/4 in maths and English or willingness to undertake	A,I
<b>You're great at...</b>	
These are the <b>essential</b> things that you have so you can do the job, without these you won't be considered for appointment.	
Working in a business environment dealing with senior staff	A,I
Working with young people	A
Demonstrating a high level of literacy and accuracy in use of English	A,I
Showing your excellent Information Technology skills, including the use of Microsoft Excel	A,I
Ability to carry out risk assessments	A,I
Ability to work under pressure and to deadline, maintaining quality of work	A
Effective communication skills with the ability to work collaboratively as part of a team	A,I
Excellent interpersonal skills with the ability to foster and maintain positive relationships with employers, staff and students	A, I
Excellent organisational and administrative skills	A, I
Current driving licence and own transport	A
To be able to commit to flexible working hours that may include evenings and weekends.	I
Experience of using databases	A,I
A commitment to the safeguarding and well-being of all students	I
<b>It would be good if you had...</b>	
Whilst <b>not essential</b> , it would help in the role if you had any of the below.	
(QCF) NVQ assessor qualification and/or experience of working with young people at employer premises	A,I



Health and safety qualification	A,I
Degree in a business-related area	A,I
Previous marketing and/or sales experience	A,I
Experience of producing reports for senior management, including numerical information	A,I
Specific knowledge of one or two vocational areas relevant to the sixth form curriculum	A,I
Awareness of careers, advice and guidance issues affecting 16 -19 year olds	A,I
Date of issue: April 2025	