

## Job description

<b>Job Title:</b>	Industry Placement Coordinator
<b>Location:</b>	London Design & Engineering UTC / Newham
<b>Contract type:</b>	Full time Permanent
<b>Salary:</b>	Scale 6 – SO1 S16 to S26 (£31,365 to £37,026) per annum
<b>Accountable to:</b>	Careers and Employer Engagement Lead

### Core Purpose:

The industry placement coordinator will be responsible for the development and implementation of T Level and Transition to T Level programmes industry placements and the ongoing partnership between LDE and the companies.

The post holder will have the confidence and authority to work with colleagues, make decisions, and enact reforms to ensure that the College meets the industry placement requirements. The post holder will be able to develop the knowledge of the requirements for the T Level programmes.

### Key Responsibilities:

#### Leadership

- Support the team of leaders, teachers, administrators, external partners and others who deliver T Levels
- To provide support to Curriculum Areas by sourcing, securing and matching industry placement opportunities to meet the T level requirement
- Successfully engaging employers and managing those relationships to secure the required industry placement learning hours
- Report to your line manager regarding progress of industry placements
- Prepare and implement the industry placement alongside the curriculum leaders
- To liaise with companies regarding Employer Led projects, Masterclasses and support careers delivery for all T level learners

#### Management

- Plan the programme of industry placements for all T level learners in accordance to the curriculum
- Record all contact with companies on a Customer Relationship Manager database (CRM)
- Monitor delivery of industry placements across the T level curriculum areas
- Communicate with and support T level teachers relating to industry placements
- Create and monitor opportunities for Employer Engagement aspects of the technical / T level curriculum
- To build relationships with employers and stakeholders, to raise the profile of the College and encourage their involvement in a range of College activities

#### Coordination

- Track and measure the KPIs on a weekly and monthly basis
- Ensure information regarding T level industry placement is accurate and up to date on the college website
- Liaise with the subject leaders to plan their contribution to industry placements
- Communicate with learners and their families

## Job description

### Networking

- Support the Admissions Manager and Careers Lead in outreach events and recruitment of learners into Sixth Form
- Support the Careers and Employer Engagement Lead with the implementation of the LDE careers strategy.
- Support the development of links with employers, further education colleges, university technical colleges and universities
- Where applicable, secure funding for employer related projects
- Build a network of alumni who can help with industry placements for T levels
- To maximise the College's employer-facing activities and enhance the reputation of the College in the local business community by representing the College at external events

### Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role

### Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role

### Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required
- Undertake any additional training highlighted by line management feedback
- Lead by example to maintain a high standard of professionalism

### Other Duties:

- If required to undertake Invigilation of Internal and External exams, ensuring procedures are carried out according to exam board regulations
- If required to cover a lesson in absence of a teacher. You will be required to supervise a classroom of learners
- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC
- Undertake such duties as may be required

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.