BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY

Ofsted Good Provider

BIG CREATIVE ACADEMY
CLIFTON AVENUE
WALTHAMSTOW
LONDON, E17 6HL

TEL: 020 8498 3300
WWW.BIGCREATIVE.EDUCATION

PRINCIPAL: SACHA CORCORAN MBE

JOB DESCRIPTION & PERSON SPECIFICATION

Post Title: Work Experience Co-ordinator

Full/part time: Permanent, full time position

Hours: 35 hours per week

Salary: £29,000 - £31,000 per annum, plus bonus of £30 per student work placement secured

Start Date: 1 September 2022

Reporting to: Careers Manager

Purpose of the role:

Big Creative Academy's mission is to create careers, supporting young people onto the next steps. After completing a course here students will be able to move into employment in the creative arts, secure an apprenticeship or go to university so that they can make a living from their passion.

The post holder will manage the Academy's employer relationships as part of the careers. They will co-ordinate all work experience placements and opportunities for learners, ensuring careers plans are carried out. We want to ensure that students are able to engage effectively in activities which will enhance their career prospects, and for employers to recognise the quality and value of events they can participate in. We are looking for someone who is self-motivated and enthusiastic and can work with both students and employers in a positive, proactive manner. This is an output-driven role, with quality work placements for learners rewarded. The £30 bonus per work placement is capped at a maximum of £5,000 per annum.

To apply for this post please complete the application form and submit it to victoria.spence@bigcreative.education. **The deadline for applications is Thursday 30 June 2022 at 5.00pm.**

Key purposes of the role are:

- To champion careers education and assist learners in carrying out their career plans
- To build effective relationships with employers to establish opportunities for learners
- To source work experience placements for learners with relevant employers
- To manage learners' engagement with placements and careers plans are actioned
- Together with the Careers Manager, to ensure all activities are effectively monitored and evaluated, leading to continuous improvement of careers education

Principal Accountabilities:

- Generate employment opportunities for students and alumni by establishing and maintaining productive employer partnerships

- Work with charity partners to enable student placements via the Turing Scheme
- Work with employers to address local skills gaps in accordance with the local skills improvement plan
- Maintain good knowledge of labour market information
- Conduct one to one careers interviews with students, providing impartial careers information, advice and guidance
- Maintain and grow a database of employers and contacts within the creative arts offering work placements and opportunities
- Promote opportunities to students to create a buzz of engagement
- Managing student placements liaising between employer and student to maintain compliance
- Conduct due diligence for all work experience placements for safeguarding and health and safety purposes, including paperwork and visits
- Ensure all records are kept systematically and accurately
- Develop online resources for work experience to support learners
- Deliver pre-placement preparation sessions to learners in small or large groups as required
- Promote employer opportunities with students through conversation, targeted emails, social media
- Assist the Careers Manager in devising and executing engaging careers events and provide support as required
- Prepare reports on work experience placements, ensuring information is accurate
- Develop a programme of business support for local creative arts employers, including events, advice and guidance

In addition, the postholder is expected:

- To work towards achieving Big Creative Academy's mission and actively participate in our culture, striving towards outstanding teaching and learning, promoting wellbeing and bringing industry into the classroom
- To undertake continuous professional development including research projects and a bespoke annual plan
- To actively promote equality and anti-racism at all times
- To carry out duties at all times with due regard to Big Creative Academy's policies, including safeguarding, health and safety and data protection and participate in training as required
- To work flexibly and to undertake any other duties that may reasonably allocated by the line manager, which may include working occasional evenings and weekends
- To travel to partner schools and external venues as appropriate to the role

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Essential	Desirable
Education, Training and Qualifications		
Level 3 or equivalent in career guidance and development	✓	

Qualifications in English and maths equivalent to GCSE Grade 4/C/Level 2	✓	
Membership of the Career Development Institute		✓
Skills and Knowledge		
Previous experience of working in a placement environment or careers service	✓	
Experience of developing successful links with employers and maintaining client relationships	✓	
Experience of producing teaching resources for learners	✓	
Experience of all aspects of careers advice and guidance to ensure positive progression for learners	✓	
Understanding of the pastoral needs of learners	✓	
Understanding of the Gatsby Benchmarks for careers provision and current issues in careers advice and guidance	✓	
Personal Attributes		
High professional standards and personal integrity, with high expectations of self and others	✓	
High level interpersonal and communication skills	✓	
Ability to effectively network and negotiate	✓	
Good standard of written English	✓	
Work collaboratively as part of a team, to deliver shared outputs	✓	
Take initiative and innovate to drive continuous improvement	✓	
Abilities		
Able to plan and implement initiatives to deliver creative careers provision	✓	
Able to prioritise, meet deadlines, and work under pressure	✓	
Able to positively challenge individuals and students and encourage reflective decision making	✓	