**Post title: Work Experience Coordinator**

**Hours: 31.25 hours per week, 38 weeks per year**

**Salary Scale: Hay Grade 7 - £19,759 - £20,744** **per annum, actual, paid in equal instalments across 12 months**

**Responsible to: Head of Key Stage 5**

**Job Description**

**Purpose of Role:**

To ensure that all students are able to access work experience placements that allow them to gain positive and relevant experiences of the world of work.

**Main duties:**

* Build relationships with employers to enable the work experience programme to run smoothly, including developing and maintaining a database of employers participating in the school’s work experience programme.
* All work experience related administration, data collection and data entry.
* Conducting individual interviews with students to assess their work experience need, and matching them to appropriate placements.
* Liaising with Class Teachers to arrange appropriate support for students whilst on placement, and to ensure that placements are not detrimental to the normal running of the class.
* Undertaking work experience placement risk assessments.
* Monitoring and managing work experience placements to ensure successful outcomes for all students and employers.
* Arranging and supporting student placement interviews.
* Arrange visits into school from prospective employers to promote their work experience programmes and placements.
* Support the work of the classes as a Level 3 Learning Support Assistant when the work experience workload is not asa intensive.
* Any other reasonable tasks commensurate with the grade of the role, as requested by the Head Teacher.

**About you**

* Possess an appropriate qualification or equivalent experience.
* An understanding of the needs of SEN students.
* Ability to work cooperatively and as part of a team.
* Ability to produce reports and to reproduce accurate information and data.
* Able to remain calm under pressure and to meet deadlines.

**About Us**

In the community of St George’s School everyone is considered as an individual and is valued equally. Everyone is made to feel welcome and has a voice.

Our school is a safe place to achieve, have fun and to develop skills towards individual, informed paths as we leave school and move forward in life. We learn to make choices for now and the future and to become as independent and self-sufficient as possible taking our place in society as part of Modern Britain.

We do our personal best and celebrate our achievements however large or small. As a team we experience the world and work towards achieving our goals and dreams and being the best we can be.

**The Isle of Wight Council** expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*In consultation with the postholder this job description is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*