

Work Experience (WEx) Lead

Key Purpose of the Role

To lead the WEx team and ensure effective work experience across Prospect Trust (TPT) academies and for other clients in accordance with service level agreements (SLAs). To work in partnership with the Careers Education Information, Advice and Guidance (CEIAG); and Higher Education (HE) Leads to develop and support employability programmes and events to meet the needs of TPT students.

The WEx Lead will contribute to the Trust's strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. Providing an appropriate WEx placement service to TPT member academies and other users as required
2. Marketing the WEX Placement service to other schools/colleges in order to generate income
3. Maintaining a database of suitable providers and users that meets General Data Protection Regulation (GDPR) requirements
4. Oversight of health and safety practices managed by the WEx Coordinators ensuring that regulations are met and risk assessments completed with regards to students and their work placements
5. Providing comprehensive information to clients and placement providers regarding work experience to include assemblies, work based learning clinics, open days and consultation evenings
6. Running WEx student briefings and clinics on TPT and client premises as required
7. Oversee the work of and line manage the WEx Coordinators
8. Maintaining up to date knowledge and skills by taking part in continuing professional development (CPD) as appropriate.
9. Assisting the Head of CEIAG in developing service tracking systems and responding to feedback from service users including scheduling and hosting an annual debrief meeting with TPT and client WEx coordinators
10. Advising the Head of CEIAG on strategic and operational issues in order to maintain an exceptional service
11. Managing the substantial income from client schools in return for WEx services and maintaining accurate and auditable records in liaison with Trust finance services

12. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy

Line Manager: Head of CEIAG

Line Manager to: WEx Coordinators

Person Specification

Qualifications

- Qualified to level 3 or above, relevant, up to date experience

Significant and proven experience in the following areas:

1. Experience of advising, supporting or mentoring students in an educational setting
2. Experience of developing effective relationships with external organisations
3. Coordinating multiple tasks with conflicting priorities and timescales
4. Building positive working relationships with multiple customers and colleagues
5. Successfully managing/leading a professional team to improved outcomes
6. Budget management, record keeping and basic financial audit
7. Development and management of service level agreements

8. Accurately maintaining and monitoring information

Personal Qualities and Skills

1. High professional standards and personal integrity, with high expectations of self and others
2. A proven approach to problem solving
3. Strong interpersonal and communication skills with the ability to engage with employers, teachers, students and their families
4. A highly professional approach to upholding the excellent reputation of TPT and its academies
5. Ability to dovetail the WEx requirements of government, Ofsted, employers and the Trust academies
6. Ability to build rapport with others in order to foster positive working relationships
7. Ability to prioritise conflicting demands in order to meet deadlines
8. A 'can do' attitude
9. Empathetic and tactful, with a high level of emotional intelligence;
10. Ability to work independently and as part of a busy, diverse, customer facing team
11. Resilient, calm and able to work under pressure
12. High professional standards and personal integrity in order to maintain confidentiality
13. Committed to continuous professional development

Job Requirements

- A current clean driving licence and access to a vehicle in order to travel between TPT academies and events
- Ability to work outside of core hours, within reason and as required.