



# Work Placement Co-ordinator

## APPLICATION PACK



# JOB DETAILS HOW TO APPLY



<b>Start Date</b>	As soon as possible after checks
<b>Working Arrangements</b>	Full-Time (37 hours per week/Term-Time only (195 days per year) Part-time would be considered. Permanent
<b>Salary</b>	NJC Pay Point 6 (£23,162 FTE) to NJC Pay Point 8 (£24,010 FTE) Actual Pro-rated salary; £19,896 (Point 6) to £20,624 (Point 8)
<b>Pension Scheme</b>	Local Government Pension Scheme
<b>Contractual Terms</b>	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
<b>Application Deadline</b>	12 noon 24 <sup>th</sup> February 2025
<b>Interviews</b>	Will be held on Monday 3 <sup>rd</sup> March 2025

## How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

# JOB DESCRIPTION



**Job Title: Work Placement Co-ordinator**

**Responsible to: Head of Marketing and Communications**

## **Job Description and Purpose:**

### **Job Purpose:**

As a Careers & Employability Team member, the Work Placement Co-ordinator will build and maintain relationships with local employers who are engaged and ready to work with Priestley College and its students. Daily duties will include identifying and contacting new prospective employers, working with existing employer contacts, and liaising internally with curriculum, marketing, and wider support colleagues to maximise the success of industry-related programmes e.g. T-Levels, work experience, and apprenticeships.

## **Job Duties and Responsibilities:**

### **Key Tasks**

- Maintain records of student work experience and ensure students log work experience activities on the Unifrog platform.
- Ensure employers hosting work experience placements meet Health & Safety requirements and provide the required documents/risk assessments in advance of the placements commencing.
- Prepare students for the professional work environment, including delivery of student and employer/provider placement induction processes
- Collect student, employer, and parental consent information via the Unifrog placement tool.
- Maintain shared documents, student trackers, data, and information to facilitate effective internal communication with subject tutors responsible for work experience.
- Regularly communicate with placement providers to maintain strong relationships.
- Support students in completing DBS applications, as required.
- Support students and subject areas in meeting local, regional, and national skills priorities.
- Contribute to the administration and meeting of Gatsby Benchmarks across the college.
- Support the MIS team in preparing ESFA work placement audits throughout the year.
- Liaise with curriculum areas to coordinate the end-of-year Manage T-Level results service return.
- Ensure the college's Work-Related Learning, Careers, and Work Experience information is accurately recorded using our Gatsby logging tool.

# JOB DESCRIPTION



## **Job Duties and Responsibilities:**

- Deliver a positive customer experience by being tirelessly responsive to employer needs, handling interactions professionally and with a focus on service delivery.
- Act as the main point of contact for new and existing employers and other key external stakeholders.
- Update literature and social media content relating to work experience, employer engagement, and placements.
- Make a positive contribution to the Careers & Employability Team, supporting event planning including careers fairs, employer events, National Apprenticeship Week, and relevant external careers and stakeholder Events.

## **Other Tasks**

- To carry out all other duties which are in accordance with the purpose and grade of the post, as agreed with the Head of Marketing & Communications (CEIAG) and Assistant Principal (Student Support Services)

# PERSON SPECIFICATION

## Work Experience Co-ordinator



	Essential	Desirable	Identified by
<b>Relevant Experience:</b>			<b>Application Interview References Certificates</b>
Experience in contacting and building relationships with a range of stakeholders	✓		
Using a variety of systems to maintain accurate records	✓		
Experience of working within an educational setting		✓	
Creation of social media updates, online forms and online surveys	✓		
<b>Education and Training:</b>			
Good standard of education (including GCSE Maths and English, minimum Grade C or equivalent)	✓		
<b>Knowledge and Abilities:</b>			
Excellent IT skills including MS Office	✓		
Excellent organisational and time management skills	✓		
Understanding of student safeguarding requirements	✓		
A willingness to travel to employers and events across the region	✓		
Ability to work flexibly as occasional evening work is required	✓		
Understanding of T-Levels and work placements		✓	
<b>Personal Qualities:</b>			
Excellent communication and interpersonal skills	✓		
Proactive and able to work on own initiative	✓		
Supportive and patient temperament	✓		
Ability to meet deadlines	✓		
Good record of attendance and punctuality	✓		
Enthusiasm to work with 16-19 year old learners	✓		
Commitment to Continuous Professional Development	✓		
<b>Safeguarding:</b>			<b>DBS Certificate</b>
Suitable to work with children and young adults and/or vulnerable adults	✓		
Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		

# ADDITIONAL INFORMATION



## Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website [www.priestley.ac.uk](http://www.priestley.ac.uk)

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about) and for information relating to the DBS Update Service visit [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

## Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

## Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

## Evidence of Identity

At interview, applicants will be required to produce the following:

### Evidence of identity

Current, valid passport

*and / or*

Current, valid driving licence

*and / or*

birth certificate (issued at time of birth, full or short form)

### Confirmation of address

Bank / building society statement

or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

## References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

## Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).



# ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.



# OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH
- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



## CAMPUS FACILITIES

### Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

### Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

### Viola Beach Café & Costa Crescent Café & Starbucks

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Costa Coffee as well as seating for groups. The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.

### Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.






# OUR STAFF



## ADAM BIRD



'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications


## LIBBY HOLT



'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty  
Humanities & Social Science


## KIM PAYTON



'I was a student at Priestley and now as a member of staff I have worked alongside some of the most wonderful people as well as supported inspirational students. The experience has helped shape the person I am today.'

Administrator for Pastoral Heads

## CHRIS JOHNSON



'I enjoy working at Priestley as teachers can get involved in project posts, allowing you to utilise existing/develop new skills and knowledge, and work with other faculties.'

Teacher of Business Studies

# OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



## Employee Assistance Programme

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



## Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



## Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



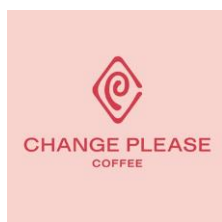
## Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



## Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



## Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

# TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



## Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



## TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



## Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



## Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



## Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



## Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



## Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



## Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



## Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



## Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



## Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



**PRIESTLEY**  
◆ ◆ ◆ COLLEGE ◆ ◆ ◆  
WARRINGTON

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