

## Job Description

**Job Title:** Work Placement Coordinator

**Reporting to:** Vice Principal Deep Experience      **Grade:** 6

### Overall purpose of the post:

To take the lead on seeking and supporting students through T-Level work-placement opportunities throughout the academic year.

### Main duties and responsibilities:

- Identify and allocate suitable placements for students in response to course requirements (T-Levels and other vocational courses) and requests from SLT/Department/Director teams;
- Effectively carry out placement monitoring visits, including the identification and recording of competencies and completing any paperwork necessary to support students in the workplace and with course requirements, maintaining any agreed timescales;
- Explore and organise work-placement opportunities for learners with Learning Disabilities and Difficulties, ensuring equal access to opportunities;
- Engage in effective and ongoing communications with work placement providers to ensure that placements run smoothly and good relations are maintained;
- Monitor and implement Department for Education guidance in relation to industry placements and T-Level requirements;
- Provide and update Placement Supervisor guidelines as required;
- Develop and implement efficient computerised recording procedures, including monitoring the attendance of learners whilst on work placements;
- Monitor the learning progress of students whilst undertaking work-placements;
- Engage with employers to discuss, identify and support learners' training needs and to promote additional provision such as apprenticeships, staff CPD events and full cost courses as required;
- Develop and maintain a knowledge of local transport systems in order to provide learners with accessible placements and travel information relating to their placement;
- Act as an ambassador and the first point of contact for the Science Department and SLT, by responding proactively to problems that may arise;
- Maintain the T-Level website to ensure that all information is accurate and up to date, encouraging the engagement of yearly cohorts;
- Undertake training as required by the College in order to ensure an up-to-date knowledge of the Science/T Level programme area;

- Attending and contributing to meetings with the Science Department and Post-16 teams;
- Obtain and collate feedback from employers post-work placements, as well as learners;
- Demonstrate a commitment to diversity, equal opportunities and anti-discriminatory practices;
- To promote a positive image of the Post-16 Doncaster and the work that is carried out across its various services.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.