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| **Job Title:** | Work Placement Lead |
| **Location:** | South Devon UTC |
| **Contract type:** | Permanent |
| **Salary:** | E16 spot, 17 hours per week @ 40 weeks per year |
| **Accountable to:** | Headteacher |

**Start date: 1/9/24**

**Contract type: Permanent**

Required from 1st September 2024 to support our students at South Devon University Technical College (SDUTC is part of Education South West).

*The South Devon UTC is looking for* a Student Support Officer who will work as part of our dedicated pastoral inclusion team meeting the welfare needs of our students. As part of the pastoral team you will have responsibility for day to day welfare needs of students.

*We are keen to recruit like-minded people who go above and beyond for the sake of our students to ensure that they fulfil their potential.*

*This is an exciting opportunity to join our team which has a strong sense of purpose and enjoys variety and challenge.*

What we can offer you:

* The opportunity to work in a small specialist college where all staff are viewed as part of the family.
* Somewhere where leaders look after you as well as encourage you to pursue your aspirations and goals.
* A college where the learning experience focused on technical and employability skills for young people is the centre of everything that we do.
* A college with a healthy view of work life balance

If you are interested in any of these positions please email your completed application to: [Julie.scagell@southdevonutc.org.uk](mailto:Julie.scagell@southdevonutc.org.uk) on **10/724 @ 9.00am** with interviews likely to take place on **12/7/24 @ 09.00am**

ESW is committed to safeguarding and protecting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

**Core Purpose:**

The placement co-ordinator will take lead responsibility and accountability to develop and implement work placements (KS4) and T Level industrial placements (KS5).

The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to ensure that the College meets the industry placement requirements for work placements and T Level industrial placements.

**Key Responsibilities:**

**Leadership**

* To provide support to pathway leads by sourcing, securing and matching industry (KS5) placement opportunities to meet the T level requirement.
* Successfully engaging employers and managing those relationships in securing minimum 315hrs of industry placement (KS5) per learner on T levels.
* Report to senior leaders and Pathway Leads regarding progress of industry placements for T level learners
* Review and evaluate careers guidance and provide information for college improvement planning, Ofsted and other purposes
* Prepare and implement the work (KS4) and industry (KS5) placement in-line with the curriculum
* Ensure that details of UTC’s p work (KS4) and industry (KS5) placement programme and the provider access policy statement are published on the college’s website.
* Working with internal and external stakeholders to drive forward the Employer Led projects (technical subjects) and the Masterclasses and Careers Delivery for all T level curriculums.

**Management**

* Recording all contact with an employer on a Customer Relationship Manager database (CRM)
* Agreeing a clear deadline / date with the employer to return the EOI
* Plan the programme of industry placements for all work (KS4) and industry (KS5) placement in accordance to the curriculum.
* Monitor delivery of ‘placements’ across the curriculum areas.
* Support tutors, providing initial information and advice regarding T level placement
* Monitor the delivery of the Employer Engagement aspects of the technical / T level curriculum
* Create new opportunities for Employer Engagement mentoring for learners
* To build relationships with employers and stakeholders and raise the profile of the College with employers and encourage their involvement in a range of College activities, thereby ensuring that the College provision meets business needs.

**Coordination**

Track and measure the following KPIs on a weekly and monthly basis:

* Number of employer leads / accounts generated and contacted
* Number of new contacts engaged, i.e. those you have heard back from and have made aware of industry placements
* Number of first stage meetings / conference calls held
* Number of expressions of interest (EOI’s) / sign up forms submitted
* Number of industry placements confirmed
* Number of teacher/staff visits to learners in the workplace at KS4 and KS5

In addition to:

* Manage the provision of career and labour market information
* Ensuring information regarding work (KS4) and industry (KS5) placement is accurate and up to date on the college website.
* Liaise with the subject leaders to plan their contribution to industry placements.
* Coordinate encounters with employers and industry placement
* Communicate with learners and their parents

**Networking**

* Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
* Establish and develop links with employers
* Manage links with external organisations
* Where applicable, secure funding for employer related projects
* Build a network of alumni who can help with industry placements for T levels.
* To maximise the College’s employer-facing activities and enhance the reputation of the College in the local business community by representing the College at external events.

# Equal Opportunities

* Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College’s Equality and Diversity policies as applicable to the role.

# Safeguarding

* Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College’s Safeguarding policies and procedures as applicable to the role.

# Professional Development

* Maintain and update your own knowledge and skills in line with the requirements of the role.
* To undertake professional development opportunities to keep abreast of best practice
* Attend meetings as required.
* Undertake any additional training highlighted by line management feedback.
* Lead by example to maintain a high standard of professionalism.

**Other Duties:**

* If required to undertake Invigilation of Internal and External exams, ensuring procedures are carried out according to exam board regulations.
* If required to cover a lesson in absence of a teacher. You will be required to supervise a classroom of students.
* Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
* Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Headteacher.