

## LEVEL 2 WORK PLACEMENT SUPERVISOR – JOB DESCRIPTION

---

<b>Grade:</b>	Grade 2
<b>FTE Salary:</b>	£24,027 plus £1,668.70 SEN allowance pro rata. Pay award pending
<b>Actual Salary:</b>	£18,705.61 plus £1,299.12 SEN allowance. Pay award pending
<b>Hours of Work:</b>	32.5 hours per week (5 Days) TTO (39 weeks)
<b>Contract Type:</b>	Permanent

### MAIN PURPOSE

- To support Work Placement Team in the development and education of students specialist skills as appropriate for the workplace.

### DUTIES AND RESPONSIBILITIES

- Support students with special needs such as:
  - Sensory and/or physical impairment.
  - Cognition or learning difficulties.
  - Behavioural, emotional and social development needs.
  - Communication and interaction difficulties.
- Dealing with the personal care needs of students where appropriate in line with the college guidance.
- Provide support for learning activities by:
  - Supporting in the planning and evaluation of learning activities.
  - Supporting the delivery of learning activities.
  - Provide learning materials to assist students in the workplace.
- Support in organising effective learning environments and maintaining appropriate records.
- Support literacy and numeracy activities in the workplace.
- Support the maintenance of student safety and security.
- Contribute to the management of student behaviour by:
  - Promoting college policies with regard to student behaviour.
  - Supporting the implementation of strategies to manage student behaviour.
- Undertake routine marking in line with college policy.
- To support students and teaching staff in the development of students vocational skills as appropriate to the learner.
- To maintain excellent employer relationships to aid successful completion of work placements.
- To maintain systems for monitoring students on work placement.
- To complete assessment paperwork such as Witness Statements and Observation Records and assist in the completion of Work Placement log books.
- To liaise with students, parents, employers and the Work Placement Co-ordinator to ensure the work placement is carried out correctly.
- To liaise with the Risk Assessment officer to ensure all health and safety procedures are adhered to within the employer's premises.
- To support students with independent travel training where applicable to the individual student's needs.

- To adhere to the principles of safeguarding of young adults when on work placement.
- To participate in work related and enterprise events such as practice interview days, industry days and visits.
- Support the development and effectiveness of teamwork within the college environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- To adhere to the principles of safeguarding young adults when they are on work placements and in college.
- Review and develop own professional practice and participate in appropriate professional development including the principles of performance management.
- Support the use of information and communication technology in the classroom and workplace.
- To adhere to the ethos of the college, for example:
  - To set an example of personal integrity and professionalism.
  - To set an example of personal integrity and professionalism.
  - To promote the agreed vision and aims of the college.
  - Attendance at appropriate staff meetings and progression evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school and The Hive College.

#### **SUPERVISION RECEIVED**

- **Supervising Officer's Job Title:** Assistant Principal / Work Placement Co-Ordinator
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

#### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY**

## WORK PLACEMENT SUPERVISOR – PERSON SPECIFICATION

### Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>Experience of working with young adults</li> <li>Some experience of supporting young adults in Literacy, Numeracy and working with SEN groups and individuals</li> <li>Some experience of using ICT effectively</li> <li>Knowledge of policies and codes of practice/legislation</li> </ul>	AF/I AF/I AF/I AF/I
<b>SKILLS AND ABILITIES</b> (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> <li>A good understanding of development and learning processes</li> <li>The ability to follow instructions from the Work Placement Co-Ordinator / Teacher and also be able to work independently</li> <li>To make effective contributions to the team as appropriate</li> <li>The experience of and the ability to deal positively with young adults and parents</li> <li>The ability to manage behaviour effectively</li> <li>The ability to implement assessment for learning under the guidance of the Work Placement Co-Ordinator / Teacher</li> <li>Show initiative and work independently</li> <li>Ability to work within and apply all college policies e.g. Behaviour Management, Adult Safeguarding, Health and Safety, Equal Opportunities</li> </ul>	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Willingness to participate in further training and developmental opportunities offered by the college, to further knowledge</li> </ul>	AF/I
<b>EDUCATION/QUALIFICATIONS</b> (NB Full regard must be paid to overseas qualifications)	<ul style="list-style-type: none"> <li>NVQ Level 2 Teaching Assistant qualification (or equivalent)</li> <li>Good numeracy and literacy skills</li> <li>Good ICT skills</li> </ul>	AF/I AF/I AF/I
<b>OTHER</b>	<ul style="list-style-type: none"> <li>A flexible and positive attitude</li> <li>Competent and organised</li> <li>Patient</li> <li>Reliable and punctual</li> <li>Enjoy working with young adults</li> </ul>	AF/I AF/I AF/I AF/I AF/I
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>Enhanced DBS is essential</li> <li>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role</li> </ul>	AF/I AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY**