

## JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the Conditions of Service Handbook.

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

**Job Purpose:** To coordinate the organisation of high-quality work experience and work placement opportunities for 16-19 learners, including assessment of the suitability of placements and consideration of health, safety and safeguarding in line with college policy and procedures. To support the Director of Personal Development in the provision of careers, employability and skills events and activities.

**Accountability to:** Director of Personal Development

**Responsible for:** Work Placement Coordinator

Key Responsibilities and Key Tasks:

- 1. Coordinate the organisation, promotion and tracking of high-quality Work Experience (WEX) and Work Placement opportunities**
  - a. Coordinate the organisation and delivery of WEX Week for 1A and Foundation cohorts.
  - b. Line manage the Work Placement Coordinator to ensure the effective delivery and monitoring of industry placements for T-Level students.
  - c. Liaise with curriculum and pastoral teams to identify work placement requirements for T-Level, BTEC, Foundation and SEND students.
  - d. Liaise with Faculty Administrators to support the maintenance of strong stakeholder links within subject areas, promoting the use of Labour Market Information to develop skills within curriculum teaching.
  - e. Source employers willing to take learners on placements using existing database of contacts, local networks, leads provided by learners or other members of college community and via mail shots/cold calling where appropriate.
  - f. Develop and maintain excellent rapport with external stakeholders, visit employers and attend local business network events to establish work placement opportunities, demonstrating the overall benefits to employers and students.
  - g. Ensure regular promotion and communication regarding opportunities for work related Personal Development. Maintain up to date information on the Careers SharePoint site and utilise college communication channels, including social media.
  - h. Act as key point of contact for students, parents/carers, staff and placement providers.
  - i. Offer advice, information and support to ensure all placements comply with college work experience procedures.
  - j. Coordinate the use of Unifrog to promote, plan, record and report on work placements.



## **2. Ensure the suitability and safety of work placements in line with college policies and procedures**

- a. Work with the Director of Personal Development to ensure policies and procedures for the arrangement of work placements are fit for purpose, and in line with statutory guidance and good practice for the sector.
- b. Check that up-to-date risk assessments are in place for all WEX placements and where needed, visit employers to assess and approve the suitability of the placement in line with the college's health, safety and safeguarding requirements.
- c. Ensure placement providers have adequate insurance, facilities and procedures in place to safeguard students on placement, including making reasonable adjustments for students with special educational needs and/or disabilities if required.
- d. Ensure that employers confirm their acceptance and understanding of responsibilities regarding health, safety and safeguarding as well as any other areas of legislation.
- e. Provide advice and guidance for students in preparation for WEX including awareness of safeguarding procedures and provide reporting mechanisms for any concerns.
- f. Ensure relevant permissions are in place prior to placements e.g. parental agreement.
- g. Arrange, record and monitor DBS checks where necessary.

## **3. Support for careers, employability and skills events and activities**

- a. Support the Director of Personal Development, Director of Progression and Careers Adviser in the development and delivery of careers, employability and skills events and activities.
- b. Attend relevant college events (including evenings), external training and networking events related to work experience, employer engagement, careers and employability.
- c. Maintain strong links with the West Sussex, Brighton & Hove Careers Hub and other careers and employability organisations to support college events and activities.

## **4. Any other duties**

- a. Undertake any other reasonable tasks, as required.

