

**As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Work Placement Team Leader?**

<b>Job Title</b>	Work Placement Team Leader
<b>Ref No.</b>	ME2526018
<b>Department</b>	Business Centre
<b>Reporting to</b>	Director of Work-Based Learning
<b>Responsible for</b>	T-Level Placement Coordinator Work Placement Coordinator
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	In the range of £30,715 - £33,949 per annum  Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
<b>Hours</b>	37 hours per week, 52 Weeks per year
<b>Contract Type</b>	Permanent

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To plan, deliver and grow high quality work experience placements that align with student aspirations and course requirements, whilst leading the team of Coordinators. To engage with relevant College staff, external organisations, and employers to effectively meet the work placement requirements of programmes for young people.

## Main Duties and Responsibilities

1. To provide day-to-day supervision for the T-Level Placement Coordinator and Work Placement Coordinator(s), in accordance with relevant College policies. To be responsible for directing and monitoring their work, providing feedback, and conducting performance reviews. To informally address concerns regarding under-performance in the first instance, referring to the Director of Work-Based Learning for any formal interventions.
2. To plan a schedule of work experience placements for students on courses for young people.
3. To coordinate the work experience placement team in engaging with employers to secure a suitable range of work experience placements which provide opportunities for students to develop the skills, knowledge and behaviours needed to successfully transition into the workplace.
4. To monitor progress in placing students on work experience against the planned schedule and report regularly on progress made.
5. To review and improve standard operating procedures and work placement processes to increase efficiency and effectiveness.
6. To ensure that the expectations, processes and procedures for work experience are effectively communicated to students, parents and employers; to monitor that this is being achieved.
7. To liaise with curriculum areas to confirm that students are appropriately prepared for their work placements.
8. To liaise with key employer placement providers to ensure that current placements are maintained, repeat placements are secured, and other opportunities for repeat business are promoted.
9. To support activities to identify and promote new work experience placements with local and regional employers, developing and maintaining links accordingly.
10. To be responsible for ensuring that all work placement sites have the appropriate Health and Safety risk assessments and Safeguarding policies and procedures in place.
11. To undertake Health and Safety risk assessments on all work placements at the employers' premises.
12. To arrange and facilitate information sessions regarding work experience for students.
13. To provide advice and guidance on work experience requirements and opportunities as required.
14. To offer students one-to-one support regarding their work experience placement as required.
15. To ensure that placement activity is well planned, monitored and evaluated.

16. To collate evidence required for monitoring work experience placements and report on placements numbers versus targets.
17. To update and maintain work experience placement records on central College databases.
18. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of the requirements for work experience for Further Education students</li> <li>Understanding of the business landscape in the locality</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to motivate, encourage and support students and team members</li> <li>Ability to meet and/or exceed targets</li> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of coordinating a small team</li> <li>Experience of implementing successful approaches to employer engagement</li> <li>Experience of sales/recruitment success within business-to-business sales or a training environment</li> <li>Experience of report writing, including the ability to analyse data and produce reports in a format that is accessible and transferable</li> <li>Experience of updating and improving processes and procedures</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>• Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>• Priorities the needs of the team, customer, and the organisation</li> <li>• High degree of integrity and honesty</li> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

