

**Job Description**

**Industry Placement Development Officer**

**Job Title:** Industry Placement Development Officer – Harrow College

Fixed Term Contract until 30th July 2021

**Hours:** 1 FTE (36 hours per week, 52 weeks per year)

**Grade:**  Scale SO1/SO2

**Reporting to:**  Director – Technical Programmes and Employment - Harrow College

**Back Ground**

HCUC is an early adopter of the new T Level qualifications which started in September 2020. An integral part of these qualifications is participation in a minimum 45 days Industry Placement. To support the development of this work, the College has been awarded Capacity Development Funding (CDF2) for 20/21. These funds will be deployed in a variety of ways to maximise Industry Placement opportunities and to develop strategies to support students to be successful in their placement. The College is engaging an external company to support the development of contact with employers and is also recruiting Industry Placement Development Officers for both Uxbridge College and Harrow College. The post holders will coordinate the team of Work Experience Co-ordinators (post holder for Uxbridge College) and Student Progression Advisors (post holder for Harrow College) respectively.

**Duties of the Post**

**Development of Substantial Industry Placement (SIPs) opportunities with employers**

* To liaise with the external company in relation to development of SIPs.
* To directly engage, where appropriate, with employers to develop SIPs.
* To provide a link between the external company, employers, curriculum staff and pastoral staff in relation to the development of SIPs.
* To liaise with work experience co-ordinators and/or Student Progression Advisors where appropriate and other relevant staff in relation to development of SIPs

**Preparing of students for SIPs**

* To liaise with the Heads of School, Tutorial, Employability, Progression & Review (TEPR) managers and /or Course Team leaders and others in pastoral/employability roles to identify the key areas where students may need development prior to starting their SIPs
* To develop a programme of activity and approaches to equip students to be successful in their SIP.
* To coordinate the team of Student Progression Advisors particularly in relation to the development of SIPs.
* To liaise with the Heads of School, CTL TEPR and staff in pastoral/employability roles to ensure students are supported throughout their placement.
* To ensure regular contact with employers whilst students are on placement to ensure they succeed.
* To liaise with the Heads of School, CTL TEPR, work experience co-ordinators and others in pastoral /employability roles to develop/adapt systems to monitor the attendance of students at their SIP.

**Recruiting, Monitoring and Enrichment**

* To develop a database of students participating in SIPs in 20/21.
* To produce reports on the development and participation in SIPs as required.
* To participate in the overall evaluation of CDF2 and contribute to recommendations for the future development of the work.

### **OTHER DUTIES**

1. To promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
2. To work occasional evenings and weekends as required.
3. To assist with promotion, supervision, management and administration of such College activities as may be required from time to time. In particular, to support the enrolment and Open Day activities of the College at busy times.
4. To take an active part in the Appraisal and Mentoring processes.
5. To comply with all relevant Health and Safety Regulations and assist the College in the implementation of its own Health and Safety Policy.
6. To ensure that the College’s Safeguarding Policy is implemented with regard to work experience placements

To carry out any other duties commensurate with the scale and grade of the post

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| **Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Industry Placement Development Officer: Person Specification**

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|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Qualified to Level 3 or equivalent, with English and Maths achieved to minimum of GCSE Grade C or equivalent | **✓** |  | AF/Cert |
| Knowledge, Skills and Experience |  |  |  |
| * Experience of supporting learners
 | **✓** |  | AF/IV |
| * Experience of coaching, one-to-one individual target setting, career and progression planning, and direct support and interventions for students/young people
 | **✓** |  | AF/IV |
| * Experience of teaching, or of delivery and engaging with groups of young people
 |  | **✓** | AF/IV |
| Strong administration and co-ordination skills | **✓** |  | AF/IV |
| Good understanding of work experience requirements |  | **✓** | AF/IV |
| Ability to meet the needs of learners with different abilities, learning styles and behaviour | **✓** |  | AF/IV |
| * Ability to identify potential barriers to learning and engage in strategies to overcome these
 | **✓** |  | AF/IV |
| Excellent communication skills, written and verbal | **✓** |  | AF/IV |
| * Ability to write precise reports and reviews and keep up-to-date records.
 | **✓** |  | A/IV |
| Good working knowledge of Microsoft Office software and systems/databases | **✓** |  | AF/IV |
| Good numeracy and literacy skills | **✓** |  | AF/T |
| Good organisation skills and ability to prioritise workload effectively | **✓** |  | AF/IV |
| Good understanding of and commitment to Equality and Diversity and Safeguarding & Prevent policies | **✓** |  | AF/IV |
| Personal Attributes |  |  |  |
| Enthusiasm for and commitment to learners’ success | **✓** |  | AF/IV |
| Good time management and ability to prioritise | **✓** |  | AF/IV |
| Willingness to travel between campuses and off site when required | **✓** |  | AF/IV |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Ability to work unsupervised and use own initiative | **✓** |  | AF/IV |
| Willingness to work flexibly when required | **✓** |  | AF/IV |
| Competencies*Support staff should be able to demonstrate competency in the following areas:* Communication; Planning and Organising; Working Together; Customer Service; Adaptability/Flexibility | **✓** |  | AF/IV  |

\*Evidence of criteria will be established from:

AF = Application Form: IV = Interview; T = Test (Micro-teach/Skills test); Cert = Certificates checked on induction