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| Job Description – T Level Student Placement Officer  |  |

Reporting to the Head of Department

Hours: 30 hours, term time only

Grade: Sixth Form Colleges’ Support Staff Pay Spine, Points 11 - 14

To build and maintain relationships with local employers and secure work placements for students across both college sites, for all students studying on the T Level programmes.

**Main Responsibilities**

1. To secure, review, develop and increase the quality of work placements for T level courses.
2. To support, monitor and record the progress of students in their workplace, using the appropriate college systems.
3. Conduct visits to the employer workplace before and during placement activity to ensure the smooth running of the placement
4. Support continual business improvement by sharing best practice with other employer engagement colleagues and liaise with the marketing team to ensure the availability of relevant marketing materials
5. Setting and reviewing SMART targets with students, employers and curriculum delivery staff.
6. To meet with students prior to their placements and discuss their needs and college’s expectations of students whilst on work placement.
7. To facilitate interview and recruitment processes with employers where required to secure suitable work placements for students.
8. To meet regularly with employers and students to complete all necessary documentation (paper or electronic) and periodic progress reviews.
9. To carry out workplace Health & Safety Vetting of placement employers in line with the college policy and procedure.
10. To promote and develop the working relationships with employers for the benefit of students

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

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| Person Specification – T Level Student Placement Officer  |  |

**Essential**

* At least 5 GCSEs at A-C or equivalent level 2 qualifications, including English and Maths
* Excellent people skills with the ability to relate to young people and adults
* Proven ability to build, maintain and develop strong working relationships with external organisations including business, industry and commerce
* Experience of using digital tools, such as Linkedin, to conduct research and target organisations in line with the overall employer engagement strategy
* Able to communicate effectively, both verbally and in writing, with all staff and external organisations including business, industry and commerce
* Excellent organisational skills
* Experience of keeping accurate, up to date records
* Proven IT skills and excellent working knowledge of MS Office packages
* Have high expectations of students and set challenging targets.
* To understand your duties in relation to safeguarding and to undertake any necessary training in respect of this
* Hold a full, clean driving licence

**Desirable**

* Relevant Health and Safety qualification