

Job Description

Job Title: Industry Placements Coordinator

Accountable to: Industry Placements Lead/Directors

Hours: 37 hours per week - TTO

Core Purpose:

Careers, Work related Learning and employer involvement is fundamental to the principals of a UTC and our trust. This role will support the processes linked to achieving the Gatsby Benchmark and the careers strategy with specific responsibility for supporting the completion of Industry Placements for learners enrolled on a T Level – covering employer liaison and contact, health and safety checks and the timely completion of in-placement reviews and hours at placement

Placements Key Responsibilities:

- Liaising and collaborating with local and regional employers and education providers to identify and secure suitable industry placements for learners, ensuring they understand the principles of health & safety, SEND (special educational needs), safeguarding and prevent. This may also include job-trials and other progression opportunities.
- Ensuring that industry placements meet the quality, health and safety standards and learning objectives set by the government, regulatory bodies, industry placement guidelines and the relevant industry sector.
- Plan and carry out on-site visits to employers to complete health and safety and pre-employment checks, relevant paperwork and risk assessments in a timely manner, ready for the start of each work placement period.
- Supporting Directors for T levels with the placement process; aligning industry placements with the curriculum, ensuring learners gain relevant and practical experience considering individual learner abilities/SEND.
- Support and/or lead visits to employers with students as part of the employer experience or induction process.
- Visit students on work placements to carry out progress reviews and discuss progress with employers.
- Being accountable for individual learner needs with employers, demonstrating a duty of care for the learner as per UTC policies and procedures whilst considering EHCPs, learning/physical disabilities and pre-employment needs.
- Establishing tracking and evaluating the success of industry placements, collecting feedback from both learners and employers.
- Provide effective and timely support to students and/or employers where any issues are identified during a work placement period.
- Act as the first point of contact for placement queries from students and ensure strong lines of communication with the key placements stakeholders

- Maintaining accurate records of placements, including documentation of agreements, learner progress reports, and any relevant assessments.
- Ensure timely and accurate completion of DfE T Level placement records for each learner
- Provide support to academic tutors to ensure students meet their programme learning outcomes and are aware of the process required to complete placements.
- Working with the academic tutors to ensure that student placements are suitable and have been assessed to the agreed standards
- Monitoring the attendance, punctuality and progress of learners on their industry placement – reporting to parents, course tutors, Heads of Departments and employers (when/where necessary) whilst conducting workbased visits, observations and progress checks.
- Supporting the Directors/Industry Placement Lead and senior team with analysing placement outcomes, identifying areas for improvement and implementing strategies to enhance the overall effectiveness of industry placements.
- Supporting the Directors/Industry Placement Lead and senior team with reporting on the impact and benefits of industry placements for employers, education providers and learners.
- Supporting the Directors/Industry Placement Lead and senior team with developing and implementing strategies to promote the benefits of industry placements, encouraging increased participation from both learners and employers.
- Actively participating in college events, career fairs, and employer engagement activities to promote work placement opportunities and enhance industry partnerships.
- • Set and maintain high levels of best practice
- • Contribute to course and department team meetings and contribute towards the department Self-Assessment

Careers Key Responsibilities:

- Collate evidence against Gatsby Benchmarks and maintain records
- Support the senior team and Career Leader in the establishment, maintenance, administration and development of efficient and effective AUEA careers and placements provision.
- Support effective communication to stakeholders on careers, apprenticeship opportunities

Other Key Responsibilities:

- To assist with Reception, invigilation and The Point duties in exceptional circumstances
- To be aware of and comply with all policies and procedures, particularly those relating to child protection, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.
- Undertake any other tasks as required by Principal and in line with role and responsibility level

Person specification:

- Good communication skills with different stakeholders (experience with communication /working with employers would be desirable but not essential)
- Prior relevant experience of administration and or HR (in a school environment would be desirable but not essential)
- GCSE English and Maths Grades A-C (minimally);
- Excellent IT skills in Word, Excel and Outlook that include ability to mail merge
- Strong organisational and time/task management skills, completing tasks to deadlines and standards when juggling competing priorities and interruptions
- Excellent communication and interpersonal skills, combined with enthusiasm for providing a high quality service with a flexible/adaptable attitude
- Capacity to work independently with minimal supervision but also as part of a team
- Awareness of and willingness to support difference and ensure all pupils have equal access to opportunities to learn and develop
- Commitment to supporting and promoting the Academy ethos and contributing to the overall aims of AUEA