*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title:** | **Industry Placement Specialist (Construction)** |
| **Post Reference:** |  |
| **Reports to** | **Curriculum Manager** |
| **Department** | **Construction** |
| **Grade** | **SCP022 - SCP024** |
| **Contract** | **Support, Full-time, Permanent** |

### Role Purpose

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| * To create new and build on existing employer relations with relevant industry partners from across the region, securing suitable placements for students, that are essential to them passing their courses. * To ensure that all eligible students undertake significant and meaningful employer activity including skills competitions, employer events, guest speakers and industry defined projects, work experience and industry placements. * To plan, track and monitor work placements for all eligible students within the team using the required recording systems. * To plan and create opportunities for students to practice and develop their technical and employability skills (including English, maths and digital skills) as set out with the curriculum plan, allowing for positive progression. * To ensure all students are work ready and have the workplace skills to match their career aspirations. * To continuously seek and develop effective business relationships to ensure meaningful employer involvement in all aspects of the curriculum, in liaison with EPNE employer engagement. |

### Key accountabilities

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| * Engaging with regional employers to secure high quality work / industry placements for all eligible students across the department. * Link with curriculum staff to identify suitable students for all placements. * Support students to ensure they are fully ready for their placements. i.e. CSCS cards etc * Support curriculum with planning for group skill focused sessions, based either in classroom, workshops, trips or visits. * Support students individually with the coordination of academic or skills focused intervention to ensure pace of progress is appropriate for the level and expectations of the programmes. * Support subject specialists to coordinate skills assessments with students to identify and target the improvement of skills needed, appropriate for their next steps across all levels of programme. * Support students with the improvement of digital skills relevant to their curriculum/sector in conjunction with the subject specialists. * Work effectively with English and maths colleagues to support the development of Industry specific English and maths skills within workshop sessions to compliment academic development. * Generating and monitoring robust action plans using their E-ILP (ProMonitor) to further enhance these ensuring that there are no students without a skills target or regular progress reviews. * Create reports demonstrating the setting and monitoring of skills and behaviours over time. * Develop and sustain effective relationships with employers to secure high quality, relevant, external work experience and industry placements for eligible learners. * Coordinate and prepare students for high quality internal and external work placements which will support the career aspirations of individuals. * Track and monitor the work placement activity using GroFar and support students to do the same. * Support with effective employer relationships through the support for curriculum led employer events and activities • Collaborate with stakeholders to plan and develop a range of workshop / skills related resources to support academic and skills-based development related to the relevant level and intended destinations of each cohort of students. * Attend and contribute to recruitment and induction events supporting curriculum to achieve their recruitment targets whilst ensuring right student, right course. * Maintain industry currency through engagement within industry days. * Ensure effective health and safety and monitoring of all students undertaking work experience including the completion of risk assessments. * Participate and actively contribute to curriculum team and cross college professional development. * To work flexibly between onsite and offsite working dependent on curriculum and work placement need. * The proportion of annualised contact hours on site to or visiting students on their work experience/industry placement will depend on the technical area requirements. o Annualised hours between 612 min - 1,020 max FT on site, 340 min -578 max PT on site * GENERAL * To be responsible for and motivating all students (including the most vulnerable) to reach their full potential, by providing support, mentoring and challenge throughout all aspects of their learning journey. * To perform the duties of a First Aider and/or Fire Warden where appropriate * To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility. * To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. * Create reports demonstrating the setting and monitoring of skills and behaviours over time. * Develop and sustain effective relationships with employers to secure high quality, relevant, external work experience and industry placements for eligible learners. * Coordinate and prepare students for high quality internal and external work placements which will support the career aspirations of individuals. * Track and monitor the work placement activity using GroFar and support students to do the same. * Support with effective employer relationships through the support for curriculum led employer events and activities. * Collaborate with stakeholders to plan and develop a range of workshop / skills related resources to support academic and skills-based development related to the relevant level and intended destinations of each cohort of students. * Attend and contribute to recruitment and induction events supporting curriculum to achieve their recruitment targets whilst ensuring right student, right course. * Maintain industry currency through engagement within industry days. * Ensure effective health and safety and monitoring of all students undertaking work experience including the completion of risk assessments. * Participate and actively contribute to curriculum team and cross college professional development. * To work flexibly between onsite and offsite working dependent on curriculum and work placement need. * The proportion of annualised contact hours on site to or visiting students on their work experience/industry placement will depend on the technical area requirements. o Annualised hours between 612 min - 1,020 max FT on site, 340 min -578 max PT on site * To uphold British Values, the college values and responsibilities with regard to equality and diversity. * • To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation. |

**Values Based Approach:**

**Valued Behaviours:** We’re not just interested in what you can do, but also how you do it. We expect our staff to carry out their role in a way that reflects our values through their behaviours. We’ll be looking for evidence of these behaviours throughout the recruitment and selection process.

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| **Values** | **Valued behaviours** | |
| **Authentic**  **We are who we say we are, we do what we say we do** | We are professionals in our practice | We are experts in our field |
| **Respectful**  **We value the opinion of others and the contribution they make** | We are keen collaborators | We are intuitively inclusive |
| **Ambitious**  **We are determined to achieve our vision and goals** | We inspire and motivate | We stretch and challenge |
| **Innovative**  **We work hard to create a dynamic, forward looking culture** | We experiment to excel | We are digital daredevils |

**Qualifications:** Qualifications underpin your teaching professionalism and subject expertise. They also support you to be a professional in your teaching practice, and an expert in your field.

However, as a learning organisation, we welcome applications from unqualified individuals, and we will support you to become qualified and excellent in transforming people’s lives.

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|  |  |  | **Assessment Method** | | | |
|  | **Essential** | **Desirable** | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** | | | | | | |
| Level 2 English and maths qualification | « |  | « | « |  | « |
| Up-to-date Continuous Professional Development | « |  | « | « |  | « |
| Full clean driving license / Ability to Travel around the region | « |  |  | « |  | « |
| A coaching or mentoring qualification or willing to complete |  | « | « | « |  | « |
| A level 4 or above teaching qualification or working towards |  | « | « | « |  | « |
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**Skills and Experience:** We’re keen to hear about what you can bring to the role based on your current skills and experience.

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|  | | | **Assessment Method** | | | |
|  | **Essential** | **Desirable** | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Skills and Experience** | | | | | | |
| Minimum of two years industry experience, with up-to-date knowledge of industry standard practice |  | « |  | « | « | « |
| Experience of working within the post 16 sector appropriate to the role |  | « |  | « |  | « |
| Experience of working with young people and adults in group situations |  | « |  | « |  | « |
| Experience on working as part of a team | « |  |  | « |  | « |
| Working with individuals from a wide range of educational backgrounds |  | « |  | « |  | « |
| Experience of working within the post 16 sector appropriate to the role |  | « |  | « |  | « |
| Experience of working within a relevant technical area |  | « |  | « |  | « |
| Using digital technologies safely, effectively and to promote innovative learning | « |  |  | « |  | « |
| **Knowledge and Understanding** | | | | | | |
| Effective written communication with staff and students | « |  |  | « | « | « |
| Good oral communication skills with students and staff | « |  |  | « | « | « |
| Ability to work with a wide ability range of learners | « |  |  | « |  | « |
| Effective use of Digital and ICT resources | « |  |  | « |  | « |
| Ability to plan and prioritise effectively to meet deadlines and targets | « |  |  | « |  | « |
| Ability to develop effective working partnerships with colleagues and students | « |  |  | « | « | « |
| An understanding of the issues and barriers that relate to effective learning | « |  |  | « |  | « |
| Ability to create action plans and meeting targets | « |  |  | « |  | « |
| **Personal Attributes** | | | | | | |
| Suitable to work with children and young people | « |  | Criminal records check via DBS | « | « | « |
| A passion for putting students at the heart of everything as well as a passion for FE, quality improvement and quality of delivery. | « |  |  | « | « | « |
| A high degree of motivation to succeed and to lead the achievement of success. | « |  |  | « | « | « |
| A dedication to ensuring a healthy and safe environment and to equality of opportunity for all students, staff, clients and members of the public. | « |  |  | « | « | « |
| A commitment to continuous personal and institutional improvement and the development of a culture of a high level of professional and personal work standards. | « |  |  | « | « | « |
| A commitment to working in partnership both with internal and external stakeholders and employers. | « |  |  | « | « | « |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. | « |  |  | « |  | « |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. | « |  |  | « |  | « |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. | « |  |  | « |  |  |