



T Level Placement and Work Experience Team Leader Job Description

Area	: Apprenticeship and Employer Engagement
Salary	: £30,881 - £34,745
Hours of Work (<i>Full-time/Part-time</i>)	: 37
Line Manager	: Employer Engagement & Relationship Manager
Responsibility for	: : Lead the Work Experience Team; : Build links internal and externally with local businesses and secure work placements for learners; <i>and</i> : Promoting and safeguarding the welfare of children and young persons in line with College policies.

Main Purpose of Job:

To lead and manage the team to ensure that the provision and service they provide:

- meets the needs of learners, employers and other stakeholders;
- are of the highest possible quality to ensure a positive contribution to learner outcomes and learner/employer satisfaction;
- are effective, efficient and provide excellent value for money;
- reflect the vision, mission, aims and values of the College;
- are innovative, developmental and sector leading; *and*
- promote a culture of excellence and equality.

Key Duties and Responsibilities:

- (1) Work alongside Business Development, Faculty Coordinators, and Assistant Directors to provide outstanding service to learners, staff, employers, parents and other stakeholders.
- (2) Supervise and participate in employer engagement, negotiation, and the generation of placement opportunities to meet the needs of the college and its learners.
- (3) Provide a first point of contact for external telephone calls, general and specific enquiries in relation to T Level Placements and Work Experience.
- (4) Organise the liaison with learner's faculty staff and external organisations to identify and allocate appropriate work placements to learners.
- (5) Identify and establish links with local organisations, charity or local community projects suitable for work placements and maintain a database of suitable placements.

- (6) Report on placements secured and outstanding, maintaining a “live” record of the current position, flagging areas of concern in a timely manner.
- (7) Participate and/or provide a presence at employer engagement events and activities to promote the opportunity and benefits of T Level placements and work experience
- (8) Ensure key processes, e.g., risk assessments are followed, commitment agreements documented.
- (9) Liaise with other faculty representatives to share ideas and seek opportunities for work placements.
- (10) Maintain college course information system in line with marketing requirements.
- (11) Liaise with tutors and curriculum leaders in the provision of Work Placement Information
- (12) Undertake clerical duties and arrange meetings, prepare agendas, take minutes and place orders and complete associated paper work.
- (13) Be the point of contact, dealing with enquiries from staff, learners and external contacts, which may include face to face contact, receiving and distributing of messages, booking of appointments and supporting College events and activities.
- (14) Perform specialist duties including:
 - a. ensuring that experience of work contributes to the success of learners.
 - b. developing and delivering support materials to prepare learners for experience of work and employment.
 - c. assisting in the identification of suitable work/community placements for learners.

Generic Duties and Responsibilities:

- (15) Promote a culture of innovation, excellence and equality
- (16) Reflect the vision, mission and values of the college
- (17) Contribute to the development of and ensure compliance with all College policies, procedures and agreements
- (18) Actively contribute to the risk management of the College.
- (19) Positively promote and implement the College’s strategies on equality, diversity, safeguarding.
- (20) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
- (21) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
- (22) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



T Level Placement and Work Experience Team Leader Person Specification

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• Business Administration Level 3 (<i>or equivalent</i>)	✓				✓	
• Degree or equivalent qualification	✓				✓	
• GCSE Grade C (4/5) in Maths and English (<i>or equivalent</i>)	✓				✓	
• IT qualification or willingness to work to achieve an appropriate standard	✓		✓		✓	
• Evidence of continuous professional development	✓		✓			
Skills and Experience						
<u>Essential</u>						
• An open management style that motivates and inspires others to achieve outstanding results	✓	✓	✓	✓		✓
• Strong team building skills	✓	✓	✓	✓		✓
• Exceptional networking skills	✓		✓			✓
• Excellent Digital Literacy Skills	✓					✓
• Proven ability to organise and plan			✓			
• To demonstrate an excellent approach to customer service including dealing promptly with internal and external customers and enquiries in an efficient, courteous and welcoming manner	✓		✓			✓
Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions.	✓		✓			
• Emotional intelligence, self-awareness and confidence				✓		
• The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm	✓			✓		
• Self-motivation and a willingness to learn and develop new skills			✓			
• Flexibility and ability to work under pressure			✓			
• Ability and willingness to travel within the local area			✓			
• Ability to work under minimum supervision			✓			✓
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community	✓		✓			✓
• Commitment to on-going professional development for self and others			✓			

Other requirements for employment/engagement						
<u>Essential</u>						
<ul style="list-style-type: none"> Enhanced DBS 						

Updated: April 2024