

**JOB DESCRIPTION**

**Employer Engagement & Placement Officer**

**NEWHAM SIXTH FORM COLLEGE**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** **Employer Engagement and Placement Officer**

**REPORTS TO:** **Employer Engagement + Placement Team Leader**

**LOCATION:**  **Prince Regent Lane - East London**

**GRADE: Grade 5, point 11 - 14**

**SALARY: Starting from £30,722.00 with progression to £33,174.00 per annum including London Weighting**

**HOURS:** **36 hours per week, 52 weeks per year**

**DATE: 2024**

**KEY RESPONSIBILITIES**

We are seeking to appoint an individual who can develop a network of external contacts and create industrial placements and work experience opportunities for our students.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To engage with employers relevant to designated curriculum areas in order to generate leads for industrial placements and work experience. This will include but is not limited to, cold calling, personal visits, leafleting, delivering presentations,attending business network events etc.
2. To organise industrial placements and work experience placements for NewVIc students in designated curriculum areas, meeting set targets.
3. Advise and support employers in meeting the needs of students during work experience and keep in touch with placement supervisors throughout the placements. Act as the first point of call to tackle any immediate placement problems that may occur.
4. To visit employers to carry out Health & Safety risk assessments and to ensure that placements are suitable.
5. Ensure that the needs of all students including those who are vulnerable or who require a high level of support, such as learners with learning difficulties and/or disabilities are met.
6. To promote employment-related curriculum strategies in collaboration with colleagues and teaching staff
7. To maintain links with education business partnerships and other similar local networks
8. Accurately input data into the college platform (Pro-suite) databases and spreadsheets and process and retrieve data as necessary. (Confidential information)
9. Maintain a database of employers and placement opportunities.
10. Develop strong internal relationships with staff involved in the work related curriculum in order to ensure that they are able to maximise on all potential employer engagement opportunities to benefit NewVIc students.

**GENERAL**

 1. Promotes and implements all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.

 2. Participates in College programmes of staff appraisal and continuing professional development.

 3. Develop effective working relationships internally and with external partners.

 4. To operate at all times in line with the College’s values and behaviours.

 5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.

**EQUALITY DIVERSITY & INCLUSION**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

**SAFEGUARDING**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

**Other information**

Confirmation of appointment is subject to a satisfactory 10-month probation period.

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with the postholder’s level, wherever they may be, to achieve the objectives of the College.

**PERSON SPECIFICATION**

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

**Method of Assessment key - A – Application form, T – Task, I – Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education/Qualifications** | **Essential**  | **Desirable**  | **Method of assessment** |
| 1. GCSE Grade C or 4 or equivalent in English and Maths
 | ✔ |  | A |
| 1. Evidence of professional development
 | ✔ |  | A |
| **Knowledge & Skills** |
| 1. Able to work under pressure and to strict deadlines
 | ✔ |  | A/I |
| 1. Computer literate with Google Suite packages including Sheets and Docs
 | ✔ |  | A |
| 1. Excellent written and oral communication skills
 | ✔ |  | A/I |
| 1. Able to use initiative, organise and prioritise
 | ✔ |  | I |
| 1. Able to identify improvements within existing systems
 | ✔ |  | I |
| 1. Able to effectively present to a variety of audiences (including PowerPoint presentation)
 | ✔ |  | A/I |
| 1. Able to self-motivate and be target-driven
 | ✔ |  | A/I |
| 1. Able to work flexibly throughout the week/weekends/evenings over the year by prior agreement
 | ✔ |  | I |
| 1. Highly motivated, enthusiastic and determined to succeed
 | ✔ |  | I |
| **12.** Able to establish good working relationships with colleagues and employers | ✔ |  | I |
| **13.** Commitment to the provision quality service and the implementation of quality improvements | ✔ |  | A/I |
| **Experience** |
|  **14.** Significant experience of working in a work placement advisory capacity or similar | ✔ |  | A/I |
|  **15.** Excellent sales and negotiation skills | ✔ |  | A/I |
|  **16.** Experience of working directly with employers | ✔ |  | A/I |
|  **17.** Proven experience in delivering Information, Advice & Guidance |  | ✔ | A/I |
| **Commitment** |
|  **18.** Commitment to NewVIc’s mission and values and to the development of an outstanding college in every respect | ✔ |  | A/I |
|  **19.** Commitment to the development of every student as a successful learner | ✔ |  | A/I |
|  **20.** Commitment to equality and diversity. | ✔ |  | A/I |