



Vision Business Support Services is a subsidiary company of West Nottinghamshire College

Work Placement Coordinator – Health Sciences and Social Care
30 hours per week over 5 days, term time only
Ref: VBSS21.55

1. The Appointment

We are seeking a dynamic Work Placement Coordinator. You will be responsible for developing and securing sector related work placements for learners studying on a range of programmes including existing opportunities, negotiating new placements, ensuring all risk assessments are complete and offering advice and guidance to both employers and students to ensure maximum benefit to both. In addition, you will support learners by tracking, monitoring and enhancing their employability skills. You will offer a range of training and support for the learners through 1:1 and group support prior to and during work placements, volunteering, projects, mock interviews applications for work and other work related activities.

The role sits within the Department of Health Sciences and Social Care; supporting Health Sciences and Social Care students. It involves the setting up, administration and coordination of placements for all learners on full time courses. Together with vetting of health and safety arrangements, ensuring that DBS checks are in place for all learners and monitoring their progress at a variety of placement settings.

Placement is an integral and mandatory part of the learners' health science and social care qualifications and this role is pivotal in ensuring all learners are placed in work placements all year round.

It is essential that the person appointed has the ability to build positive relationships, displaying excellent communication and organisational skills.

You will need to hold a Health and Social Care qualification to at least level 3 or equivalent, and have recent and relevant experience working with young people. A full driving license and use of a car is also required.

There will be the opportunity to contribute pro-actively to the department in promoting a positive learning experience for all our learners.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

Previous applicants not to apply please.

2. The Post

2.1 Main Duties and Responsibilities

- a) To identify, visit, undertake and update risk assessments and approvals of establishments, including completion of health and safety vetting in order to arrange new work experience placements for health sciences and social care learners in line with college procedures.

- b) To prepare individual/groups of learners for work experience placements and adhere to current guidelines in relation to work experience for young people.
- c) Visit learners in the workplace to monitor progress, setting (including health and safety), attendance and attitude.
- d) To monitor and record learners' progress in work placement, against Awarding Body criteria. Support learners in implementing and recording work placement evidence.
- e) To discuss and record progress with individual learners, their work placement mentor and personal tutor, and negotiate strategies for making best use of their placement experience. Provide a responsive and supportive service to managers and mentors when queries or issues arise.
- f) Maintain regular contact with learners and employers through a variety of channels to ensure participation and progress.
- g) To design and maintain recording documentation relevant to all aspects of the role. Initiate and maintain an up to date database of potential work experience placements for learners, utilising appropriate information technology.
- h) To support college procedures regarding the requirements of the Disclosure and Barring Service procedures and checks. Arrange DBS check days for learners devising appropriate documentation and information in line with changing legislation to ensure that learners submit relevant evidence.
- i) Devise tracking systems to ensure that DBS checks are current and meet the needs of employers
- j) Monitor, report and record participation on LIP (Learner Information Portal) and Work Placement monitoring systems.
- k) Manage relationships by liaising with all those involved; the learner, employer, assessor, teaching staff, student support etc.
- l) Maintain regular contact with learners and employers through a variety of channels to ensure participation and progress.
- m) To market placement opportunities with employers to increase the range, breadth and number of placements across counties to include hospitals, care homes, community paediatric or caring support and other sector specific opportunities
- n) To maintain appropriate standards of learner behaviour in accordance with College policies.
- o) To participate in the interview process for learners
- p) To attend and contribute to relevant meetings within the School of Learning and the College.
- q) Invite employers to college to give talks and support employer forums including recording and evaluating employer feedback.
- r) Celebrate learner progress, record and publish good news stories.
- s) Help and direct learners to develop their skills to find employment - CV writing, job searches, completing application forms, mock interviews etc.

- t) To attend and contribute to Open Evenings and College events to promote programmes of study.
- u) To represent West Nottinghamshire College at external taster/enterprise days, to market our provision and deliver relevant interactive learning to potential learners
- v) To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning within the Department.
- w) To work flexibly as directed by the line manager.

2.2 Other Responsibilities

- a) To uphold and promote company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Health and Social Care or equivalent Level 3 Qualified (as a minimum) within relevant vocational sector	✓	
Qualified to Level 4		✓
Literacy Level 2	✓	
ICT Level 2		✓
Numeracy Level 2	✓	
Level 4 Certificate in Education and Training or equivalent		✓
Experience		
Recent and relevant experience working with 14 – 24 year olds in an education, youth work or similar capacity	✓	
Prior knowledge of conducting risk assessments		✓
Experience of delivering group work sessions as well as working on a 1-2-1 basis with learners	✓	

	Essential	Desirable
Knowledge of the Common Inspection Framework and Programmes of Study		✓
Producing and presenting information and reports using a variety of methods.	✓	
Ability to plan, execute and evaluate work placement activities	✓	
Identify, interpret and apply knowledge and information	✓	
Excellent communication skills, including the ability to influence others and build positive relationships	✓	
Ability to plan and prioritise	✓	
Experience with working/liaising with employers	✓	
Act as an effective professional ambassador of the College	✓	
Skills /Knowledge		
Demonstrate suitability to work with young people and vulnerable adults including knowledge/understanding of safeguarding	✓	
Knowledge and appreciation of Equality and Diversity with a FE environment	✓	
The ability to communicate effectively both orally and in writing	✓	
Ability to build positive and professional relationships	✓	
Use creativity to provide a positive learning experience	✓	
Ability to develop and deliver effective learning materials and information	✓	
Provide constructive feedback	✓	
Collate tracking records	✓	
Excellent communication and interpersonal skills	✓	
Ability to analyse information and situations and recommend ways forward	✓	
Self-managing/reflective and to be self-motivated	✓	
Ability to organise, plan and prioritise	✓	
Good time manager	✓	
Understand the need for thorough risk assessments	✓	
Organise the maintenance of a positive working environment for learners	✓	
Qualities/Approach linked to college values		
Enthusiasm	✓	
Commitment to learners and colleagues	✓	
Self-confident	✓	
Approachable	✓	
Empathy	✓	
Flexibility	✓	
Open and responsive	✓	
Excellent team member	✓	
Ability to articulate clearly and objectively	✓	

4. Position within the College

The post-holder will be part of the department of Health Sciences and Social Care and will report directly to the Head of Department.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services term time contract and is subject to those terms and conditions.
- b) The salary will be £19,580 per annum (Support Band 4; pro rata for part time and term time).
- c) You will be required to work 30 hours per week, over 5 days per week, within term time.
- d) Other terms and conditions to be outlined in line with your contract of employment.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Thursday 12th August 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.