



## Job Description

<b>Job Title</b>	Industry Placement Coach
<b>Department</b>	Employer Engagement
<b>Reporting to:</b>	Industry Placement Manager
<b>Post reference:</b>	
<b>Main Purpose of the role</b>	
<p>To support the Industry Placement Manager and relevant teams in the planning, preparation and recording of industry placements and employer engagement. To increase the employability skills of SGS students and increase the opportunities open to them when they leave college.</p>	
<b>Key Tasks / responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To organise industry placements and support students in the placement process</li> <li>• To organise and attend placement visits to monitor the progress of students, and deal effectively with any issues/concerns that arise</li> <li>• To build links with employers and other appropriate bodies within the relevant vocational sectors</li> <li>• To ensure students are aware of SGS College apprenticeship provision and promote apprenticeships with employers</li> <li>• To carry out Health &amp; Safety assessments of work placement settings, and to be aware of the issues surrounding Health &amp; Safety/Safeguarding within the work place environment.</li> <li>• Attend briefing meetings on a group and individual basis with students and course leaders so that they understand the work placement process, the level of support available and are equipped to undertake a successful work placement.</li> <li>• To be familiar with the DBS checking procedure and assist students in the completion and processing of forms</li> <li>• To assist in the distribution of relevant documentation to students and employers relating to work placements</li> <li>• To assist in the development and maintenance of a database of appropriate employer and commercial/industrial links</li> <li>• To assist with work placement correspondence and telephone enquiries internally and externally</li> <li>• To help monitor the progress of work placement throughout the college and to evaluate feedback on a yearly basis</li> <li>• To communicate effectively with the Industry Placement Manager and appropriate team members</li> <li>• Undertake such other work as may be required, commensurate with the grade.</li> </ul>	

Role Dimensions					
<ul style="list-style-type: none"> <li>To provide support to all students on designated campus</li> <li>To provide support to all curriculum facilities on designated campus</li> </ul>					
Key Interfaces					
<ul style="list-style-type: none"> <li>Designated Curriculum tutors and support staff</li> <li>Learner Services</li> <li>Apprenticeship team</li> <li>MIS staff (Pro-Monitor, Moodle)</li> <li>External employers</li> </ul>					
Supporting College Goals and Values – all roles					
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy</li> <li>Promoting and implementing best practice in Health and Safety</li> </ul>					
Measurable Performance Standards for this role					
<ul style="list-style-type: none"> <li>Organise placements within agreed timescales</li> <li>Complete Health &amp; Safety assessments within agreed timescales</li> <li>Complete placement visits within agreed timescales</li> </ul>					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with barred list checks					
Author and Date					
Steve Hall, Aug 2024					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

## Work Placement Coach



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
Relevant HE qualification or qualifies by experience	✓		Application form
Relevant Health & Safety qualification or experience of completing risk assessments		✓	Application form
Level 2 IT qualification or high level experience of Microsoft Office administration, and recording and monitoring of data	✓		Application form
Owner of a driving licence and vehicle	✓		Application form
<b>Experience and knowledge</b>			
Experience of working with 14-19 age group	✓		Application form/interview
Knowledge of apprenticeships		✓	Application form/interview
Experience of completing Risk Assessments		✓	Application form/interview
Take responsibility for an area of work, plan and monitor performance	✓		Application form/interview
Experience of organising work placements/ volunteering opportunities/employer engagement		✓	Application form/interview
Ability to communicate with employers and have the ability to persuade or influence them	✓		Application form/interview
Experience of presenting to large groups		✓	Application form/interview

Criteria	Essential	Desirable	Assessed by
<b>Skills and abilities</b>			
Ability to communicate with and influence learners and employers	✓		Application form/interview
Good motivator with strong influencing skills		✓	Application form/interview
High level of organisational, planning and administration skills	✓		Application form/interview
Good presentation skills		✓	Application form/interview
Excellent communication and interpersonal skills	✓		Application form/interview
Ability to work with a wide range of personnel	✓		Application form/interview
<b>Essential College attributes</b>			
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role (if applicable)</b>			
Occasional unsocial hours and travelling between campuses	✓		Application form/ interview