



Bridgetraining

Job Title:	Placement Development Co-ordinator
Responsible to:	Head of Employability and Careers
Grade of Job:	
Hours:	30 hours per week – to be worked flexibly over a 5 day period

To work in the employability department within the Study Programme contract working with young people aged 14-18. As part of the Bridge Training (BTL) employability team you will help to develop a strong employability culture that meets the needs of the students, the BTL curriculum and the employability strategy.

Job Purpose:

- To work in partnership with all staff and external agencies to aid achievement, retention and progression of all students into work related opportunities or further education.
- Contribute to the implementation of BTL's strategic and operational employability aims by providing professional customer service to all students enrolled at BTL undertaking employability challenges, work placements/experience, volunteering and other employment related activities.

Role:

The post holder will ensure the effective delivery of a high quality learning experience to achieve progression of learning by enhancing employability skills through;

- ensuring that work placement information is cascaded to students at induction
- collating and effectively using initial assessment data to identify appropriate placement roles for students
- communicating and liaising with teaching staff to measure students' employability skills progress and assess readiness for Work Placement
- offering support and/or signposting students in all areas of employability and progression opportunities
- liaising with students, teachers and other stakeholders to ensure that all students who enrol at Bridge Training have a work placement opportunity
- identifying and contacting appropriate and relevant work placement employers ensuring that professional and sustainable links are made to enable students to be placed
- completing all H & S vetting, legal and contractual paperwork on all work placement opportunities
- monitoring and reporting on student attendance, behaviour and achievement through regular placement reviews with the student and employer ensuring that appropriate targets are set and recorded on the required documentation
- ensuring that a placement exit form, student reference and employer feedback is conducted at the end of each placement
- completing regular employer satisfaction surveys and analyse and present information to the Head of Careers and Employability
- completing monthly operational reports detailing successes and development areas
- representing BTL both internally and externally for all Employability activities and meetings
- ensuring that any part-time work held by students is used as a work placement opportunity and that the appropriate documentation is completed and maintained
- offering excellent advice and guidance to students on careers and progression opportunities and to record details on PICS and ILP's
- communicate, as appropriate, with parents of students, persons or bodies outside of BTL and the attendance officer with the welfare of individual students, after consultation with appropriate staff
- operating at all times within the stated policies and practices of BTL
- establishing effective working relationships and set a good example through presentation and personal and professional conduct

- ensuring that every student has the opportunity to reach their potential and meet high expectations
- taking part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with other organisations
- comply with the company's Equal Opportunities Policy, Code of Conduct, Health and Safety, Safeguarding other relevant policy, procedures and legislation

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of BTL and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Key Duties

No	Description of Duties
1	To provide monthly monitoring documents to the Head of Services
2	To attend 1-2-1 meetings with the Head of Services on a regular basis and to update action plans and report progress
3	To encourage students to become independent and take ownership of their work placement activities and achieve their targets as set within the ILP
4	Establish and maintain procedures and standards with students which promote and maintain appropriate behaviour, communication and respect for others, while challenging discriminatory behaviour and attitudes
5	Identify & establish positive and professional relationships with employers to enable students to benefit from work placements, educational visits or guest speaking slots at Bridge
6	To engage in the BTL Mentoring programme and support and assist staff and mentor leads in arranging external employer visits
7	To accurately complete mandatory contractual paperwork
8	To accurately record any incidents/developments on PICS and the ILP
9	To provide accurate information to the administration team for data entry and to audit his information on a monthly basis recording error rates and providing this information to the Head of Services
10	To achieve and exceed company % rates as stated within the employability strategy and BTLs strategic KPIs
11	To review (termly) and record individual learner progress on the ILP in line with company guidelines and requirements to internal and external quality standards
12	Participate in the BTL parents evening and careers event
13	To set employability targets at induction with individual students
14	To manage individual timekeeping and attendance for work placements in line with the agreed outcomes of the company for the individual
15	Ensure a high level of confidentiality at all times and ensure effective communication takes place in line with company and safeguarding regulations and to liaise with the IAG Manager for access to confidential learner files.
16	To carry out duties in accordance with procedures specified in the Quality Assurance Manual and assume joint responsibility within the training team for the quality, accuracy and timeliness of all teaching and admin tasks within the organisation.

Name:

Position:

Signature:

Date:

PERSON SPECIFICATION

1. Qualifications	Essential	Desirable	How tested
Good standard of education, Level 3 or equivalent	Yes		
Willingness and ability to undertake further professional development in line with contractual, business needs and national developments	Yes		
CEIAG (or working towards)	Yes		
Level 2 English and Maths qualifications (or equivalent) or the commitment to gaining within 12 months of commencing employment	Yes		
2. Experience			
Previous experience of working with young people in post 16 education	Yes		
Have a proven track record of managing and supporting a diverse groups of students		Yes	
Experience of addressing individual learner needs, both inside and outside the class setting		Yes	
Experience of working with students who may have little experience of education and training		Yes	
Experience of working in a similar role		Yes	
3. Skills and Abilities			
Knowledge of the ways in which students learn effectively	Yes		
The ability to plan, monitor and review targets to meet deadlines while giving due attention to quality	Yes		
Excellent interpersonal skills	Yes		
To enjoy working with young people	Yes		
Ability to carry out administration effectively and prioritise and organise own work load		Yes	
Ability to work, influence and motivate at all levels of the organisation and the willingness and ability to work as part of a team		Yes	
To have aspirations and expectations for their students and themselves	Yes		
4. Qualities			
The ability to evaluate, reflect and continue to improve		Yes	
Be committed to improving the Employability Programme at BTL	Yes		
To be flexible, energetic, adaptable and have the ability to use initiative	Yes		
To be dedicated to the success of the students, BTL and themselves	Yes		
A flexible and responsive attitude to the likely changing demands of the post		Yes	
Have a calm and supportive manner	Yes		