

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**JOB TITLE:** WORK PLACEMENT OFFICER  
**RESPONSIBLE TO:** Apprenticeship Contracts Manager  
**RESPONSIBLE FOR:** N/A

#### **Main purpose of post:**

To secure work placements/employment for College Learners.

#### **Responsibilities:**

1. To match potential learners with suitable employers with a view to securing work experience placements and/or employment.
2. To visit prospective employers and check their suitability for placement and/or site visit.
3. To carry out Health and Safety assessment of employers relating to ESFA Contracts, including placement monitoring, possible accident investigation and maintaining appropriate records.
4. To maintain accurate and up to date records to support auditing of College Contracts.
5. To build and maintain relationships with students in order to provide feedback and guidance to support their learning.
6. To identify students in need of support and advise or refer students as appropriate.
7. To prepare and submit reports of Work Placement Officer activity to internal and external authorities as requested.
8. To play an active role in the marketing of the College, which will involve liaison with agencies or other educational providers and attendance at open evenings or publicity events.
9. To contact potential employers by telephone to market the availability of College Learners.
10. To attend appropriate functions/seminars/workshops etc, related to maintaining quality provision and developing links within the industry.
11. To be aware of and abide by the College health and safety procedures and associated policies.
12. To proactively implement the College's policies and procedures.
13. To undertake any other relevant duties as may reasonably be requested by the Principal.

This description will be reviewed annually as part of a process of performance review.

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.**

<b>Date: November 2015</b>	<b>Signature:</b>
<b>Issue: 2</b>	<b>Ref: Jobdesc/Work Placement Officer</b>

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### PERSONNEL SPECIFICATION

#### POST: WORK PLACEMENT OFFICER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience of working within an educational or training environment.		
EDUCATION & TRAINING	NVQ Level 3 or 2 A Levels or equivalent GCSE English Language and Maths (A*-C)	Qualification in Health & Safety i.e. IOSH.	
SPECIALIST KNOWLEDGE AND SKILLS	Familiar with IT with good word processing skills. Excellent knowledge of Health and Safety. Excellent organisation/administrative skills. Excellent communication and interpersonal skills.	Good spreadsheet skills. Good understanding of Construction Industry. Knowledge of ESFA Study Programme & Apprenticeships	
ADDITIONAL FACTORS	Full driving licence and own transport. Enthusiasm for area of work. Flexibility to work across all College sites Commitment to customer care The College is committed to Equality & Inclusion, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment		

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*