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**JOB DESCRIPTION**

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| **JOB TITLE: Work Placement Officer**  **SECTOR: Student Experience Team**  **GRADE: Scale 5**  **DIRECTLY RESPONSIBLE TO: Work Placement Coordinator** |

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| **Purpose of Job:**  Bolton College is committed to improving the work and life prospects for all learners. The College provides a range of opportunities for learners to study and experience working life and job opportunities.  The Work Placement Officer will be responsible for ensuring that learners gain valuable experiences of the ‘world of work’, by developing meaningful work placement experiences with employers which are ultimately beneficial to each student that undertakes it, especially as part of a Study Programme. |

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| **Main responsibilities and duties:**  The Work Placement Officer will seek to ensure that learners are able to access a variety of appropriate work experience placements to the individuals’ requirements as follows:   1. Work with curriculum staff, Learning Development Mentors, Employer Engagement Advisor’s and employers to plan and tailor work placement opportunities, based on the individual’s prior attainment, progression plan and career aspirations. 2. Provide purposeful, relevant and challenging work which enables a young person to think about their career goals and abilities. 3. Effectively liaise with employers in the planning of work experience opportunities and develop and maintain these links. 4. Encourage students to undertake a work placement in a real working environment with all the commercial pressure that occurs in that environment. 5. Develop wider employability skills and provides an opportunity to gain work experience in the students chosen vocation. 6. Provides the student with an opportunity to demonstrate their practical skills and attitudes to employers. 7. Involve the student and employer in the planning, review and evaluation of the work experience. 8. Effectively use College systems to record Work Experience. 9. Provide quality feedback to the student on their performance and how it can be improved or developed which will form the basis of the work readiness action plan. 10. Assist in the promotion of the College and students to employers and key partners. 11. Develop a good understanding of the wider college offer and seek to spot and develop other opportunities 12. Recognise the importance of health and safety during work placements and ensure close cooperation between the College, students and employers. 13. To undertake appropriate staff development as agreed with the line manager to keep up-to-date with developments in the principal area of work and communicate them to appropriate sources. 14. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees. 15. To actively promote and embed equality and diversity within the College. 16. To actively contribute to the College’s safeguarding children and vulnerable adult agenda. 17. In carrying out their duties the appointee must: 18. Comply with Health and Safety Regulations 19. Be aware of the College statement on Health and Safety   **Appraisal**  The post holder will be required to participate in a staff appraisal schemes approved by the Corporation.  **Confidentiality**  The post holder will liaise with members of staff, outside bodies and members of the Corporation, and as a result will have access to confidential information. The post holder is expected to maintain the highest level of confidentiality at all times, and must never disclose, without authority, information gained in the course of their duties.  **PHYSICAL CONDITIONS**  **Place of work**  The principal place of work will be at the Deane Rd Campus. However, the post holder may be required to work either on a temporary or an indefinite basis at any premises at which it may from time to time provide services.  **Working Hours**  The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, with a minimum of 37 hours per week. The post holder may from time to time be required to work evenings and/or weekends in which case time off in lieu will be given during the normal working week  **Probationary Period**  If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month.  **Appraisal**  The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.  **Health & Safety**  The College is fully committed to ensuring that health and safety of its staff and students is paramount. All staff must comply with the College’s health and safety procedures.  In the interests of Health and Safety, smoking is not permitted at Bolton College.  **JOB DESCRIPTION PREPARED BY: Student Experience Manager**  **DATE: October 2022** |