



JOB DESCRIPTION

Job Title: Placement Co-ordinator **Grade:** Grade 5

A Placement Co-ordinator is required to support the Placement Team at The Hive College in providing careers guidance and destination choices, so that all our students achieve their desired outcomes and full potential.

Please note, this position is term time only plus one week's holiday work.

Our study programmes are as follows:

- The LIVE study programme is focused on the students gaining meaningful paid employment to meet their career aspirations.
- The STRIVE study programme is focused on the students gaining access to activities within their community to meet their individual interests.
- The THRIVE study programme is focused on students gaining supported employment in volunteering roles or gaining access to activities within their community to meet their individual interests.

1.0 JOB PURPOSE

- 1.1 To lead the development and to support the Placement Team at The Hive College to identify our student's potential and offer support tailored to their needs.
- 1.2 To be responsible for recruiting and maintaining employer engagement from all sectors to provide work placements for our students, that will inspire them to choose the right career pathway.
- 1.3 To liaise with external agencies to provide our students with a choice of social destinations to enable them to engage in the wider community.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 To locate and recruit appropriate employers and assess the placement provision.
- 2.2 To co-ordinate all risk assessments to ensure all health and safety policies and procedures are in place within the employer's premises and any community visits.
- 2.3 To organise and manage a variety of work placements and supported internships including allocating Work Placement Supervisors and Job Coaches to support the students.
- 2.4 To identify and request any transport required for work placements and support students with independent travel training where applicable to the individual student's needs.
- 2.5 To ensure that all placement staff maintain up-to-date data bases of employers, external agencies and social destinations are in place.
- 2.6 To co-ordinate meetings with the Employer Liaison Committee members, external agencies and parents / carers to ensure that strong professional relationships are maintained.
- 2.7 To ensure that systems are in place and regularly updated for monitoring students' progress and destination data.
- 2.8 To support the Student and Family Support Workers role in developing links within the local communities and external agencies to offer social destinations that will meet student's needs.
- 2.9 To ensure that systems are in place to maintain contact with students when they have completed their programme of study to ensure that they remain in employment, volunteering roles and social destinations.



- 2.10 To liaise with Transition Teams to plan, organise and evaluate work related and social destination transition internal events such as Progression Evenings, Employability Days and Careers events.
- 2.11 To co-ordinate marketing opportunities by organising college representation at Careers and Employability external events.
- 2.12 To monitor and evaluate responses to questionnaires and provide statistical reports to the College Principal when required.
- 2.13 To deliver careers advice and guidance during induction and as part of the curriculum so that students understand the full range of opportunities available to them and the skills they need to succeed in the workplace.
- 2.14 To communicate the principles of safeguarding of young adults when on work placement and when in the community.
- 2.15 To support the use of information and communication technology in the classroom, in the work place and in the community.
- 2.16 To work with Business Networking organisations in the Birmingham area to build relationships between small and large enterprises and the college. These meetings can take place early morning and sometimes will involve meeting in the evening time.
- 2.17 To support the Work Placement Supervisors, Community Supervisors and Job Coaches in delivering systematic instruction and assessing students in the work place and when out in the community.
- 2.18 To ensure that systems are in place to record the progress students are making towards their targets.
- 2.19 Review and develop own professional practice and participate in appropriate professional development including the principles of performance management.
- 2.20 To adhere to the ethos of the college, for example:
 - To set an example of personal integrity and professionalism
 - To promote the agreed vision and aims of the college
 - Attendance at appropriate staff meeting and Progression Evenings.
- 2.21 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive College.

OBSERVANCE OF THE COLLEGE'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

SUPERVISION RECEIVED

Supervising Officer's Job Title: College Principal

Level of Supervision:

Left to work within established guidelines subject to scrutiny by supervisor

Plan own work to ensure the meeting of defined objectives

Job description issued by: _____

College Principal