

**LINCOLN COLLEGE  
CORPORATE SUPPORT SOLUTIONS LTD.**

**JOB DESCRIPTION**

<b>Post Title:</b>	Industry Placement Advisor	<b>Grade:</b>	CSS Scale 5/6
<b>Post Number:</b>	CS0324P	<b>Date:</b>	June 2019
<b>Line Manager:</b>	Director of Study Programmes	<b>Directorate:</b>	Study Programmes
<b>Daily Supervision:</b>	Director of Study Programmes	<b>Unit/School:</b>	Study Programme (Central Team)

**Job Purpose:**

The purpose of the role is to support learners undertaking Industry placements and work experience as part of their study programmes. This role is integral to learners completing their industry placement / work experience as part of their study programmes. This post is the link between students, vocational teams, Industry Placement Coordinators and the employers.

**Principal Duties and Responsibilities:**

1. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility
2. To maintain professional standards and expertise by undertaking relevant professional development
3. To maintain quality standards appropriate to the post
4. To conform with the Health and Safety requirements relevant to the post and refer any HS issues to the Industry Placement Coordinators
5. To be responsible for the safeguarding and promoting the welfare of children wherever applicable
6. To liaise with students, parents/guardians, academic and support staff to ensure that all parties views are taken into consideration before placing a student on work experience/Industry placements
7. To liaise with the curriculum team to arrange internal and external work experience/industry placements for young people
8. To be responsible for the relationship with employers, ensuring there is an understanding of the principles for high quality industry placements and work experience.
9. To be responsible for a case load of independent IAG personal guidance meetings in line with the college meeting the Gatsby benchmarks for Career Guidance. Ensuring learners are targeted with outcomes for work experience/industry placements
10. Input, manage and control learner data through the College system (ProEngage/ ProPortal). Progress Reviews and independent careers guidance monitoring and tracking
11. Work with learners in Progress Reviews 1-1 or small CPD groups to implement strategies to support building of self-esteem, confidence & employability skills

12. Undertake regular visits to learners on Industry placements to undertake welfare checks, assessments, observations and employer support meetings
13. Identify flag and support at-risk learners within the industry placements, through communication with vocational teachers, employers, parents and partners within the college.
14. To liaise with employers re potential and existing placements to ensure that the following points have been considered and where necessary risk assessment/action taken:
  - Safeguarding responsibilities towards students and SEND students
  - Undertake risk assessments where needed
  - Employer responsibility for training/supervision
  - Potential option for young person to progress to a traineeship or apprenticeship
15. To undertake student/employer reviews in the work place ensuing that all reports are uploaded to pro-monitor
16. To have excellent communication and written skills to be able to provide information, advice and guidance to internal and external customers
17. Offer high quality careers guidance to young people to raise their aspirations and take advantage of the opportunities available to them.
18. To motivate and inspire young people so that they can become independent in the workplace aspire toward paid employments
19. To source realistic and relevant work placements, liaising with internal and external providers, implementing thorough quality assurance systems and enhancing community links.
20. To review and monitor client progress against agreed outcomes and ensure all paperwork to record progress is completed

**NB: This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

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**PERSON SPECIFICATION FORM**

**Post Title:** Industry Placement Advisor

**Grade:** CSS Scale 5/6

**Post No:** CS0324P

**Date:** June 2019

**Directorate:** Study Programme Team

**Unit / School:** Study Programme

<b>No.</b>	<b>Requirement</b>	<b>Proposed Selection Method*</b>
<b>Knowledge</b>		
1	Level 6 in Information Advice & Guidance (or willingness to work towards)	A/I
2	GCSE Maths and English grade A-C (Grade 4)	A
3	Level 2 Safeguarding certificate (or willingness to work towards).	A/I
<b>Skills / Abilities - Interpersonal</b>		
4	Excellent communication skills (written and oral)	A/I
5	Ability to work in a non-discriminatory manner	
6	The ability to write detailed reports and risk assessments	A/I
7	To demonstrate empathy, exceptional listening and negotiation skills	A/I
8	Exceptional organisational and administration skills	A/I
9	The ability to liaise and coordinate relationships with external agencies, employers, parents/guardians and academic staff	A/I
10	Has an understanding of motivational techniques to encourage learning	
<b>Experience</b>		
11	Experience of working with young people	A/I
12	Experience in safeguarding, mental ill health and supporting students with barriers to learning.	A/I
<b>Work Related Circumstances</b>		
13	The ability and willingness to undertake relevant staff development	A/I
14	The ability and willingness to work flexibly and outside normal working hours on occasions evenings and weekends with the ability to travel between sites	A/I
<b>Skills / Abilities – Other</b>		
15	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
16	Ability to work flexibly and to tight deadlines	A/I
17	Appropriate computer literacy to undertake duties e.g. PowerPoint, email and Internet	A/I
18	Ability to prepare high quality learning material	A/I/T
19	Ability to travel to locations	
20	Responsibility for safeguarding and promoting the welfare of children wherever applicable	
21	Ability to relate to young people	

**Prepared by:** Michaela Lines

**Designation:** Director of Study Programmes

**Date:** May 2019

\*A = Application Form

I = Interview

T = Test