

## **JOB DESCRIPTION**

**SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE**

**ASSOCIATE STAFF: GENERIC**

**STAFF NAME:**

**POST TITLE: Work Placement Co-ordinator– KS5**

**COLLEGE: SIXTH FORM COLLEGE**

### **1 - JOB PURPOSE AND ACCOUNTABILITY**

- To find, co-ordinate and monitor long term part time work placements to provide a viable set of experiences for marginal (those who find it difficult to fill a timetable, post RPA) or applied learning students
- To assist in finding and organising short term work experience for all Year 12 students to enhance their employability.

1.1 Your immediate responsibility is to:

- To be responsible to the PT IAG and Sixth Form
- All staff are ultimately responsible to the Principal.

### **2 - GENERIC – ASSOCIATE STAFF**

- 2.1 All staff play a part in the establishment and on- going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 All staff can expect to be attached to a Mini School. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for the health and safety of students within their care, both on and off school premises and when engaged in school activities.

- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the requests of teaching staff.
- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

### **3 - GENERAL – APPRAISAL PROCESS**

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
  - An empirical target to ensure that progress is measured accurately and effectively
  - A target based on the School Improvement Plan
  - A target which will encourage personal and professional development

### **4 - SPECIFIC DUTIES — KS5**

- 4.1 To work with the Sixth Form team to identify a cohort of students for whom a work placement would be a necessary part of their post 16 programme
- 4.2 To work with the local community, relevant agencies and students to set up long term, part time work placements that match the required funding aims for post 16 students
- 4.3 To develop meaningful & lasting links with local employers, apprenticeship providers, HE & FE both inside and outside of curriculum time and through careers events in the school, liaising with outside agencies including Enterprise Advisors, the CEC and DWP.
- 4.4 To liaise with relevant colleagues to create available viable timetables to work alongside the work placements
- 4.5 To carry out necessary preparatory visits and health and safety reviews for work placements and to monitor them
- 4.6 To liaise with relevant colleagues to ensure all relevant safeguarding checks (such as DBS checks) are in place for work placements and/or students where applicable.
- 4.7 To monitor the Year 12 Work Experience Programme with the PT IAG and Sixth Form and support students in finding short term career or course related placements

- 4.8 To carry out the safety checks and visits for students on short term work experience placements
- 4.9 To support the Work Related Learning elements of the advice and guidance programme from Years 7-11 and at Post 16
- 4.10 To support the UCAS programme under the guidance of the PT Sixth Form: arranging visits, providing appropriate contributors to the Post 16 assembly programme
- 4.11 To provide administrative support for the organisation of the CEIAG.
- 4.12 Build a detailed destination database of all Homewood leavers in years 11,12 & 13, liaising with the local authority to track leavers destinations.
- 4.13 To assist with co-ordination of CEIAG events including Careers Days, IAG evenings and external/alternative provision input at parents evenings.

**Note**

- 1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.