

College of Haringey, Enfield and North East London Job Description and Person Specification

Post:	Health and Social Care Placement Officer
Contract:	Full Time/Permanent
Hours:	35 Hours per week
Reporting to:	Curriculum Manager
Grade:	Business Support, Spine Point 22
Salary:	£24,934 per annum

Key Purpose

Assisting learners to complete DBS applications. Identifying and securing work experience opportunities for learners Cross-College. To carry out monitoring visits, observations and assessment to learners on work placement. Identify and support with any other additional training opportunities for employers.

- 1) Duties relating to securing placements
- 2) Liaise with Curriculum Manager and course team to carry out the following duties:
 - a) Assist learners with DBS applications
 - b) Find suitable placements
 - c) Meet with learners on a regular basis to provide appropriate support during placement
 - d) Identify key strengths, qualities and additional needs of learners. To ensure successful placement.
 - e) Identify suitable work experience opportunities.
 - f) Identify and support with additional training opportunities for employers as appropriate and directed by line manager
 - g) Assess learners' practice in Health Care settings

Main Duties and Responsibilities

1) Duties in relation to employer liaison

- a) Establish and maintain detailed database of employer contacts.
- b) Liaise with Curriculum Managers and Head of School to establish and co-ordinate employer forums.
- c) Establish and maintain working relationships with employers.
- d) Keep employers informed of any issues relating to learners on placement.
- e) Identify and support with additional training opportunities for employers as appropriate and directed by line manager, in line with business needs

2) Visits to learners in the workplace

- 1) Arrange visits in conjunction with the learner and their immediate supervisor.
- 2) Complete monitoring forms with learners and ensure these are agreed and signed by their supervisor.
- 3) Complete necessary monitoring and assessment paperwork and ensure tutor receives copies for inclusion in learner's personal file. Communicate details of

student progress to CM/tutor.

Health and Safety

- 1) Carry out initial Health and Safety/safeguarding checks on employer's premises.
- 2) Complete paperwork in relation to Health and Safety as detailed in Work Experience procedures.
- 3) Carry out Disclosure and Barring Service check and maintain related records for learners
- 4) Give advice and guidance to employers on areas, which do not meet Health and Safety requirements and report any concerns to the CM.
- 5) Monitor Health and Safety on employer's premises in line with Work Experience procedures.
- 6) Liaise with Curriculum Manager and Head of School to ensure the College meets Health and Safety requirements as laid down by funding bodies.

Duties relating to Marketing and PR

- 1) Attend employment and networking events to promote the College.
- 2) Build effective working relationships with all Schools and centres within the College.
- 3) Market learners effectively to potential employers.
- 4) Attend open day/evening sessions and other promotional and marketing events to promote recruitment for the school

Administration

- 1) Maintain accurate records in a timely and confidential manner of all learner activity in relation to work experience.
- 2) Accurately complete all work experience paperwork within deadline and pass to relevant tutor for inclusion in learner's personal file.

General

- 1) To implement College policies, particularly those relating to equality and diversity.
- 2) To implement Health and Safety and security measures in accordance with statutory and College requirements.
- 3) To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
- 4) To develop effective working relationships internally and with external partners.
- 5) To operate at all times in line with the College's values and behaviours (see attached).
- 6) To undertake any other duties consistent with the key responsibilities and/or duties of the post.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Any Level 3 qualification or equivalent in a relevant subject.	X	
	An understanding of Health and Social Care		X
	Assessors Qualification TAQA 3		X
Knowledge / Experience	One year's experience in a similar working environment.	X	
	Experience of working with external agencies in relation to identifying vacancies and matching these with suitable candidates.	X	
	Experience of working with young people	X	
	Knowledge of barriers faced by learners seeking work experience.	X	
	Knowledge of liaising with other external employment agencies.	X	
	Knowledge of local labour market and skills shortages.		
	Understanding of and commitment to the equal opportunities and widening participation policies of the College.	X	
Skills / Abilities	Highly developed interpersonal and communication skills with ability to communicate with staff at all levels of the organisation, externally and with learners of differing backgrounds, skills and abilities.	X	
	Ability to develop links with employers and contribute to establishment of employer forums.	X	
	Ability to deliver to deadlines and targets.	X	
	Ability to match learner's skills and abilities with job vacancies.	X	
	Carry out observations on learners in settings		X