

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Industry Placement Advisor	<b>Post Number:</b>	CS1358P
<b>Daily Supervision:</b>	WEX/IP Coordinator	<b>Grade:</b>	CSS Scale 5/6
<b>Department:</b>	Business Development & W/Ex	<b>Last Updated:</b>	June 2025

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

The purpose of the role is to support learners undertaking T-Level placements and work experience as part of their study programmes. This role is integral to learners completing their T-level/ work experience as part of their study programmes. This post is the link between Students, Vocational Teams, Industry Placement Coordinators and the Employers. This post is key to supporting learners within mainstream vocational areas.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Engagement with employers, ensuring there is an understanding of the principles for high quality T-Level placements, linked to the College's T-Level qualifications and work experience for all learners.
2. 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/T-Level.
3. To liaise with the curriculum team to arrange internal and external work experience/T-Level placements for young people.
4. 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.
5. To maintain professional standards and expertise by undertaking relevant professional development.
6. To maintain quality standards appropriate to the post.
7. To carry out the Health and Safety requirements at employer premises relevant to the post and refer any HS issues to the WEX/Industry Placement Coordinators.
8. To be responsible for the safeguarding and promoting the welfare of children wherever applicable.
9. Ensure learners are targeted with outcomes for work experience/T-Levels in line with Gatsby benchmarks.
10. Input, manage and control learner data through the College system (ProEngage/ProPortal). Carry out T-Level mid-point and Exit interviews and tracking of T-Level learners.
11. Work with learners in Progress Reviews 1-1, mid-point and exit interviews of T Level learners or CPD/EEP groups to implement strategies to support building of self-esteem, confidence & employability skills.
12. Undertake regular visits to learners on Industry placements to conduct 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 ensuring that all reports are uploaded to ProMonitor.
16. To have excellent communication and written skills to be able to provide & record information, advice and guidance to internal and external customers.
17. To motivate and inspire young people so that they can become independent in the workplace and aspire toward paid employment.
18. To source realistic and relevant work placements, liaising with internal and external providers, implementing thorough quality assurance systems and enhancing community links.
19. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
20. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
21. To maintain quality standards appropriate to the post.
22. To conform with the Health and Safety requirements relevant to the post.
23. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

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

## PERSON SPECIFICATION

	Knowledge	PSM
1	Level 2 or 3 in Information Advice & Guidance (or willingness to work towards)	A/I
2	GCSE Maths and English grade A-C	A
3	Experience of working with FE sector learners	A/I
4	Level 2 Safeguarding certificate (or willingness to work towards)	A/I

	Skills/Abilities – Interpersonal	PSM
5	Excellent communication skills (written and oral)	A/I
6	Ability to work in a non-discriminatory manner	A/I
7	The ability to write detailed reports and carry out H & S risk assessments and be willing to work toward a L3 qualification in IOSH Managing Health & safety	A/I
8	To demonstrate empathy, exceptional listening and negotiation skills	A/I
9	Exceptional organisational and administration skills	A/I
10	The ability to liaise and coordinate relationships with external agencies, employers, parents/guardians and academic staff	A/I
11	Understands motivational techniques to encourage engagement	A/I

	Experience	PSM
12	Experience of working with young people	A/I
13	Experience in safeguarding, mental ill health and supporting students with barriers to learning	A/I

	Work Related Circumstances	PSM
14	The ability and willingness to undertake relevant staff development	A/I
15	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

	Skills/Abilities - Other	PSM
16	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
17	Ability to work flexibly and to tight deadlines	A/I
18	Appropriate computer literacy to undertake duties e.g. PowerPoint, email and Internet	A/I
19	Ability to travel to locations	A/I
20	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
21	Ability to relate to young people	A/I

<b>Prepared By:</b>	Donna Moorhouse Head of Sales & Recruitment
<b>Date:</b>	March 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

