

Job Description and Person Specification



Employability Coach (inc. work experience) Business and ICT

- Salary:** £27,156 - £29,397pa inclusive
- Hours:** 36 hours per week
- Leave:** 25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
- Reports to:** Curriculum and Quality team Manager of relevant area
- Location:** This post will initially be based at the Main Campus, Isleworth

The purpose of the post:

We are looking for a highly motivated student focused Employability Coach who will ensure that students have access to high quality, safe and appropriate work experience and placements within relevant and realistic work settings. This includes the delivery of proactive and inspiring preparation sessions, work related activities and engagement with employers to help students prepare for work experience and reflect meaningfully on their skills, experiences and future choices.

Main responsibilities are to:

1. Work with the Curriculum Management, Work Placement Coordinator and the Director of Student Experience to organise, monitor and administer work experience/placements to ensure that targets are timely and achieved
2. Establish and develop strong links with local businesses and national employers to source and create opportunities for relevant, appropriate and meaningful work placements and work-related learning activities
3. Collaborate with curriculum departments to understand students' needs and align work placement opportunities with their educational goals
4. Develop and enhance students' employability skills through group or one to one sessions as appropriate and support them in sourcing and preparing for their work experience/placement
5. Plan and deliver employability to a group of learners.
6. Liaise with and visit employers in the workplace if required, to ensure all placements are suitable and meet the required standards in line with health and safety, safeguarding and meet other checks e.g. DBS, CSCS cards etc. prior to student undertaking work experience
7. Ensure effective, appropriate and timely communication with students, curriculum, employers and parents (when appropriate) and be the first point of call for resolving any issues arising from students and placement supervisors
8. Utilise College tracking systems (Grofar) and procedures in a timely manner with accurate information to monitor, track and record employer data, workplace assessments, attendance and progress of students in placements

9. Monitor students in placement on an ongoing basis to ensure that appropriate standards around work placement are being met
10. Monitor and record completed placement hours, attendance levels, evaluations from placements and gather feedback to demonstrate impact and provide accurate and timely data and reports against targets
11. Work collaboratively with curriculum areas and Careers to create, support and engage in the arrangement of employer focused events i.e. presentations, live projects, mock interviews sessions, fairs, trips, workplace visits, mentoring etc. to develop employability skills
12. Collaborate with Curriculum Management and Work Placement Officer to continuously improve work placement initiatives, collecting and analysing data to measure success and identify areas for enhancement.

Wider responsibilities are to:

13. Keep up to date with current practice relating to relevant curriculum developments and work collaboratively with vocational teams to ensure seamless embedding of relevant skills and high levels of engagement from students
14. Keep up to date with current national and local labour markets to ensure information is shared with relevant departments and take personal responsibility for retaining and developing competence
15. Liaise with appropriate student support services within the College, e.g. Inclusion, Career Advisers, Student Learning Advisers, Counsellors, Learning Support, etc. and relevant external agencies

General

16. Efficiently co-ordinate appointments and business needs, working flexibly (weekends and evenings) when required and undertake additional duties at enrolment times as required
17. Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work
18. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy
19. Participate in relevant enrolment, promotional and marketing events, promoting a positive image of the College in all contact with students, employers and professional bodies
20. Be flexible to work early mornings, evenings and weekends, including at non-college venues and events
21. Adhere and comply with the college financial regulations
22. Contribute to a mutually supportive approach to the achievements of the mission and strategic objectives of the college
23. Carry out any other reasonably comparable duties that may be required from time to time including additional duties at enrolment times as required

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess a level 3 qualification or higher in Information Advice and Guidance or in a relevant subject.
The College will also consider substantive relevant experience in a similar role
2. A minimum of 4 GCSE including maths and English at grade C/4 or above (or equivalent)
3. Experience of developing successful links with employers
4. Experience of successfully developing or implementing work experience and employability skills in an organisation and understanding of external guidance and requirements for work experience/placements
5. Experience of delivering creative and engaging activities to support student engagement within an FE environment
6. Knowledge of the current job market and the issues around gaining paid employment.
7. Understanding the needs of diverse student groups, 16-18 relating to work experience, employability and finding/keeping paid employment.
8. Strong administration, planning and organisational skills and the ability to prioritise a varied workload to ensure that deadlines and targets are met and outputs are of the highest standards
9. Excellent verbal and written communication skills and the ability to engage effectively and professionally with employers and other external stakeholders to build sustainable relationships
10. Good self-motivation, ability to work collaboratively and purposefully with others, use own initiative and work independently
11. High level of attention to detail, accuracy and responsibility for own work
12. Ability to motivate and inspire others; elicit cooperation and to be open and responsive to others
13. An ability to multi-task and work under pressure
14. IT literate with high-level word processing, database and spreadsheet skills with the ability and willingness to learn new IT skills
15. Be willing to undertake training and development as required within the role
16. An understanding of and commitment to Equal Opportunities and Safeguarding and how it relates to the work of this post

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work and we champion equality because it is the right thing to do.

Closing date: 23 February 2025

Reference No: 3BIT002

Interview date: w/c 3 March 2025

Conditions of Service

Contract:	Permanent
Salary:	£27,156 - £29,397pa inclusive Please note the salary range for this post is points 25-28 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 25.
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	36 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is to ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.