

## JOB DESCRIPTION

<b>Job Title:</b>	Lead Coordinator - T-level industry placements and work experience
<b>Location:</b>	WMG Academy Trust: Flexible between Coventry and Solihull academies with some working from home
<b>Contract type:</b>	Full time Permanent (term time only)
<b>Salary:</b>	Grade 6 - SP 12-18. FTE £26,421- £29,269. Pro-rated £23,134 - £25,628
<b>Accountable to:</b>	Senior Manager

### Core Purpose:

The Lead coordinator for T-Level industry placements and work experience will take lead responsibility and accountability for Gatsby benchmark 6 experiences of workplaces and to develop and implement T-Level industry placements. Furthermore, they will support and work with the Business Engagement and Students Destinations Managers across the UTC Trust in developing the employer links across the curriculum and coordinate and track the wider work experience participation across KS4 and KS5.

The post holder will have the confidence to liaise with colleagues, make decisions, and adapt and deliver against changes in T Level requirements. The post holder will seek to develop a firm knowledge of the requirements for T-Level industry placement.

### Key Responsibilities:

- Support the Business Engagement and Student Destinations Managers across the UTC Trust, Director of Engineering, Engineering Leads and teams, external partners and others who deliver T-Levels
- To provide support to curriculum areas by sourcing, securing and matching industry placement opportunities to meet the T-Level requirement
- Be familiar with and help to implement policy, strategy and resources for industry placements on T-Levels and demonstrate compliance around T-Level requirement
- Engage with employers and manage those relationships in securing the minimum requirement of industry placement per learner on T-Levels (currently 315 hours).
- Report progress of industry placements for T-Level learners
- Review and evaluate work experience placements and provide information for UTC improvement planning, Ofsted and other purposes
- Help prepare learners with CVs and interview preparation and implement the industry placement in-line with the curriculum
- Understand the implication of a changing education landscape for T-Levels e.g. technical education changes.
- Support the Marketing and Recruitment Coordinator to ensure that details of WMG Academy Trust's T-Level industry placement programme and the provider access policy statement are published on the academy's website
- Working with internal and external stakeholders to drive forward the Employer links supporting work experience beyond T-Level learners.
- Support the Business Engagement and Students Destinations Managers across the UTC trust in recording all contact with an employer on Compass + and UniFrog
- Support and deliver the programme of industry placements for all T-Level learners in accordance to the curriculum
- Brief and support T-Level teachers & Tutors
- Monitor the delivery of the Employer Engagement aspects of the technical, T-Level curriculum
- Create new opportunities for Employer Engagement to mentor learners

- To support UTC trust to build relationships with employers and raise the profile of WMG Academy Trust with employers and extend activities to meet both WMG and employer business needs.

Track and measure the following KPIs on a weekly and monthly basis:

- Number of employer leads / accounts generated and contacted
- Number of new contacts engaged, i.e. those you have heard back from and have made aware of industry placements
- Number of first stage meetings / conference calls held
- Number of expressions of interest (EOI's) / sign up forms submitted
- Number of industry placements confirmed
- Number of teacher/staff visits to learners on placement.

In addition to:

- Ensuring information regarding T-Level industry placement is accurate and up to date on the academy website and other social media linked to the academy
- Ensure that all work experience for students across KS4 and KS5 is recorded in Compass+
- Coordinate work experience across KS4 and KS5
- Communicate with learners and their parents where required.
- **Networking** -Establish and develop links with further education academies, apprenticeship providers, University Technical Colleges and universities, employers. Manage links with external organisations (for example SpringPod, Mainframe, Speakers for Schools and Uptree)
- Where applicable, help to secure funding for employer related projects
- Build a network of and records of alumni who can help with industry placements for T-Levels
- Represent WMG externally at events, promote us as a partner of choice.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role
- To undertake professional development opportunities to keep abreast of best practice
- Undertake any additional training highlighted by line management feedback
- Lead by example to maintain a high standard of professionalism.

**Other Duties:**

- Support the academy during open days / evenings /other events in promotion of the academy to the local and wider community
- When required, lead small groups for individual lessons linked to the work experience.
- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC
- Undertake such duties as may be required and as is reasonable within the context of your role.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Associate Principal and Senior leaders.