ADVERTISEMENT FOR AN EXCITING OPPORTUNITY TO JOIN WMG ACADEMY

INDUSTRY PLACEMENT COORDINATOR FOR T-LEVELS, JOIN ASAP

This role takes responsibility for the development and implementation of T-Level industry work placements across the Trust along Gatsby benchmark 6. This role will support the team on Gatsby benchmark 6, 'Experiences of workplaces'. This will involve supporting students in Key Stage 4 and 5 with opportunities to be placed, interact and be given work experience with organisations within the Engineering and Digital industries.

This is a term time only working role with some flexibility to work from home.

RESPONSIBILITIES

This role focuses on the mandatory, curriculum-linked **T-Level Industry Placements** (currently 315+ hours).

- With support from Engineering lead teachers, deliver the programme of industry placements for all T-Level learners across the Trust in accordance with the curriculum.
- To provide support to the T-level specialisms by sourcing, securing and matching industry placement opportunities to meet the T-Level requirements.
- Be familiar with the industry placement guidelines and ensure that placements are compliant against the technical skills and behaviour expectations set by the Department for Education.
- Engage with employers and manage those relationships in securing the minimum requirement of industry placement per learner on T-Levels (currently 315 hours).
- Coordinate and participate in visits to our industry partners whilst students are on their industry placements to carry out progress reviews and record observations.
- Monitor and report on the progress of industry placements for T-Level learners to a range of audiences.
- Help prepare learners with any support including Cover letters, CVs, interview and assessment centre preparation and implement the industry placement effectively across the Trust.
- Keep up-to-date with current curriculum developments and cascade information to the engineering teams (e.g. technical education changes).
- Brief and support the Leads for Engineering, T-Level teachers & Tutors on the process and timetable of T-Level work placements.
- Monitoring the progress of learners on their industry placement – (termly basis), and maintain an update database of company contacts for T-level placements.
- Liaise with the marketing manager to ensure they are provided with accurate and up-to-date T-level curriculum information for the website and other marketing activity.
- Act as the first point of contact for T-Level placement queries from students.
- Oversee and manage employer support funding of T-Level placements and T-Level employer related projects.
- Liaise with other UTC T-Level Work Placement Leads across the BDT network, visiting T-Level events at other UTCs where appropriate to collaborate and share best practice.

- As and when required, lead small groups for individual sessions linked to the T-Level work placements.

WORK EXPERIENCE COORDINATION (FOR GATSBY BENCHMARK 6)

This part of the role focuses on the broader work experience strategy, general employer engagement, and tracking to meet Gatsby Benchmark 6 (Experiences of workplaces), often covering KS4 and other learners.

- Track, record and review work experience placements undertaken by students in a format that is presentable to a range of audiences.
- Working with internal and external stakeholders to maintain and develop new employer links supporting work experience placements for KS4.
- To support the UTC network 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.
- Record all contact with an employer on Compass + and UniFrog.
- Create new opportunities for employer partners to mentor learners.
- Establish and develop links with employer partners, Further Education providers, Academies Apprenticeship Providers, University Technical Colleges and Universities.
- Develop relationships with external organisations (for example SpringPod, Mainframe, Unifrog, Speakers for Schools and Uptree).
- Represent WMG externally at events, promoting the academies as a partner of choice.
- Support the academy during open days / evenings / other events in promotion of the academy.
- When required, support with wider work experience information sessions (non-T-Level specific).
- Act as the first point of contact for general work placement queries from students (non-T-Level specific).

SKILLS AND EXPERIENCE ESSENTIAL TO THE ROLE:

GCSE (or equivalent) grade C / G4 or above in English and Mathematics

Evidence of continuing professional development

EXPERIENCE

Experience of working in Education Sector and a good understanding of the role and education system at Secondary level

Demonstrable experience in producing high quality professional communications, independently

Management of own priorities and organised - able to be flexible and react to operational changes

Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external to the Trust

Excellent attention to detail, with the ability to maintain a high level of accuracy

Ability to work on own initiative and sometimes independently plus work well as a team member

Excellent IT skills, including a working knowledge of presentation software packages, preferably Google suite. Good work and personal presentation to various audiences.

Highest level of professionalism, discretion and diplomacy in dealing with people at all levels whether high-profile contacts or a mixture of students

A full Job Description with a person specification is available on our website at wmgacademy.org.uk

All offers are subject to clearance of references and enhanced DBS checks as well as online checks.

Salary will be subject to deductions in accordance with Term Time working, however, 5 weeks of the term holidays will be paid.

Job Type: Permanent, Term time plus some events out of hours.

Pay: £26,403.00-£29,064.00 per year

BENEFITS:

- Additional leave plus statutory.
- Bereavement, Carers and Emergency leave
- Paid Dependant Leave
- Canteen
- West Midlands pension scheme
- Enhanced maternity leave
- Free parking
- Health & wellbeing programme
- On-site parking
- Sick pay
- Work from home at times
- Free tea/coffee