



## Role Profile

Job Title

**Work Experience Assistant**

Salary range

£27,251

Contract

52 weeks permanent

Main location

Portland College

Hours and basis

37.5 hours

Reports to

Work Experience Coordinator

Date of issue

November 2024

### Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The College has a successful Education department (OFSTED Outstanding). The College recognises the importance of inclusive working and employment opportunities for learners with SEND. The College is working to provide excellence in provision and the role of the Work experience coordinator is critical to achieving this goal.

### What you will be doing

- Liaise with the Progression tutors, Work Experience Coordinator and Inclusion Manager to identify appropriate internal work placements
- Review EHCP's to identify learners with employment outcomes and prioritise placements both internally and externally
- Lead on internal engagement with different department heads and teams
- Liaise with Progression Tutors to organise, coordinate and monitor work experience placements for learners
- Coordinate the necessary administration processes for the smooth running of work placements internally
- Coordinate work placements meetings with internal teams/departments to seek feedback on the effectiveness of the placements
- Support the Work Experience coordinator and Inclusion Manager on the compliance of effective recording processes and compliance with documentation
- Support and work with specialist learning support staff to ensure that the placements are successful and they have all relevant documentation to the required standard
- Support the employers work supervisors/buddies to understand the needs of our learners
- Ensure the colleges employer database is maintained
- Monitor compliance of placements in line with the Colleges Health and Safety Policy
- To safeguarding and promote the welfare of all learners on placements

### Key results we want to see from this role

- Increase achieved targets for internal work placements
- Increase the effectiveness of the work experience booklets
- Increase internal work placement opportunities for learners with SEND

### Dimensions of the role

- Ensuring that all health and safety risk assessments are in place for internal placements
- Review the success of all internal placements alongside the progression tutor, work experience coordinator and Inclusion manager
- Link in with specialist employment learning support assistants to ensure all documentation is complete e.g. risk assessments and work experience booklets

### Key work relationships

- Assistant Principal Further Education
- Operations and Examinations Manager
- Inclusion Manager
- Work Experience Coordinator
- Data Manager



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**Work Experience Assistant**

- Transition Coordinator and Careers Lead
- IAGT Manager

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

### Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require.
- To support the development of the Learning & Teaching department

The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.