

Post 16 Work Placement Coordinator

Start date – As soon as possible

Fixed Term until July 2024

35 hours per week (Monday to Friday)

Grade 5 (Scp 8-13)

FTE £22 777 – £24 948

Actual Salary Range £18,114 - £19,840

Full time or term time, flexible by request.

The School is committed to safeguarding and promoting the welfare of children and young people.

We are seeking to appoint a new role within the college as the Work Placement Coordinator who will provide administrative and pastoral support for the new T Level courses commencing in September 2023. The role offers the opportunity to work within a high performing Health and Social Care department and alongside our nationally recognised Medical, Health and Social Care Academy. The main responsibilities include:

- Liaising with our community partners to help secure work placements for students accessing the T Levels in Health and Education.
- Coordinating all aspects of the placements.
- Working closely with students to monitor engagement, curriculum requirements and provide guidance and support in relation to the placement.
- Working closely with Higher Education institutions to support Role Emerging Placements for pre-registration students
- Providing additional support for the faculty lead in these growing partnerships.

St Mary's College is highly committed to supporting all students with gaining access to high quality experiences and we are seeking a talented individual to join our team. The successful applicant may have experience within the Health and Social Care Sector or may have experience in an administrative role. The role is a fixed term post until July 2024, subject to continued review.

If you have any queries, please email: CAIsbury@smchull.org

Before making your application please note: In line with the "Keeping Children Safe in Education 2022" as part of the safer recruiting requirements, an online and social media search will be conducted as part of our safer recruitment processes. This will be conducted by Human Resources and will only be undertaken if your application is to be shortlisted. The aim of the search is to specifically check the candidate's suitability for the job, and that there is nothing evident that would undermine that. By proceeding with your application, you are agreeing for the search to be undertaken.

St Mary's College is an equal opportunities employer.

Closing date for applications: Friday 19th May at 12 noon.

Shortlisting: Monday May 22nd 2023

Interviews: w/c 29th May 2023