

Job Description

Job Title:	STUDY PROGRAMME WORK PLACEMENT AND PROGRESSION OFFICER
Please note:	Where Staff work at dual sites, both sites will be regarded as your normal places of work and the company will not contribute towards travel costs from your home to either of these sites
Responsible To:	Centre Manager

Mission

To source, identify and gain suitable work placement, full or part time employment, Apprenticeships and FE opportunities for learners aged 16-19.
To develop partnerships and work with organisations to utilise their expertise and to support learners into sustainable employment or other progression opportunities. Work collaboratively with peers to assess individual learner needs using a variety of methods and move learners onto the appropriate route way to aid progression.
Nova training shares a commitment to educate, safeguard and promote the welfare of children young people and vulnerable adults and expects all its staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of learning and achievement, safeguarding, providing equal opportunities for all and valuing diversity amongst our workforce.

Job Purpose

- To carry out all duties in accordance with the Common Inspection Framework (2012) requirements, the LLUK Overarching Professional Standards for Teachers, Tutors and Trainers in the Lifelong learning Sector (2010) and the National Occupational Standards for Learning Delivery (2010)
- To work towards and achieve targets set by NOVA and the EFA by supporting learners to undertake high quality Work Placements as per the Study Programme / EFA guidelines and to progress learners to a variety of suitable destinations into sustained employment.

Main Duties & Responsibilities (General)

- Achieve company KPI's and Individual Performance Plan.
- To identify all learner needs with regards to Work Placement and Progression and provide effective solutions, accurately tracking and recording progress.
- Ensure that all aspects of HASAWA are understood, maintained and extended to learners, placements and their existing staff.
- Create an extensive, high quality base of Work Placements, which fully meet H&S and Safeguarding requirements and keep all H&S and related documents fully updated as per Nova processes and procedures.
- Work collaboratively with peers on all aspects of learner progress using verbal and written reports to ensure accurate and timely progress reviews, and to provide swift interventions



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OUR VISION: Through a socially inclusive approach we will stimulate demand for learning from employers, young people and adults, improve literacy, numeracy, language and ICT skills so that individuals have the skills for employment and further skill development.

MISSION STATEMENT: To create and sustain an environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in the local community.



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and resolutions to barriers to progression.

- Remain in close contact with learners during Work Placement and in the early stages of progression to offer regular support, advice and guidance as and if required.
- Agree and set targets with learners to ensure learning and performance targets are met and exceeded.
- Ensure that all supporting learner and Centre paperwork is completed in accordance with external and internal procedures accurately and in a timely and efficient manner
- Maintain and develop good communications links with all parents and/or carers, Nova Training staff, placements, stakeholders and awarding bodies concerned with learners' achievement and progress.
- Attend meetings, careers fairs, events, and other promotional events within the local area to identify current employment or FE vacancies.
- Contact current and new employers and source/secure vacancies and work placement opportunities to match the requirements of learners and targets for progression.
- Encourage and ensure a quality culture for continuous improvement.
- Work efficiently and facilitate the sharing of information with all partners involved in the programme to support and meet the learner needs.
- Review and analyse own performance against required outcomes to ensure organisational targets are met or exceeded.
- Liaise with all Internal Progression Route staff to ensure that at least 20% of all progressions are to Nova Programmes.
- Ensure that Nova's policy on Safeguarding and Every Child Matters is implemented and strictly adhered to at all times, make sure all placements understand and are aware of what Safeguarding means in respect of their obligations to our learners.
- Ensure that Nova Training's policy on Equality and Diversity is implemented at all times.
- To undertake any other relevant duties as specified by your line manager, commensurate with the level of this post.
- Staff should conduct themselves in a professional manner at all times and must abide by all Nova policies as referred to in the employee handbook and communication strategy.
- There is a mandatory requirement for all staff to attend 2 'away days' with Nova per year.

Training and Personal Development

- An enhanced DBS check is a mandatory requirement for this post.
- All staff should be appropriately qualified in their main delivery area(s).
- NOVA has a training strategy and all staff are expected to participate in training where appropriate.
- Support and review sessions will be used to identify any training opportunities/needs and plan future training.
- All teaching staff to evidence English, Maths and ICT at minimum L2, with at least one of either Maths or English to be held at Level 3 or above and working towards L3 for your



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second subject (Maths or English).

- To be responsible for the maintenance of your own CPD and to keep a reflective log of any CPD activities you undertake with times, dates, location and deliverer.

Personal Specification

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Attributes	Essential	Desirable
Experience	<p>A minimum of two years of learner or employer engagement experience.</p> <p>Good knowledge of local area Priorities.</p> <p>Good knowledge and experience of using MS Office (work, excel, power point, outlook)</p>	<p>A background in employer, adult, unemployed recruitment.</p> <p>Experience of partnership working and development of productive business relationships</p> <p>Experience of delivering training or supporting young people (14-19), who have LDDs including attitude and/or behaviour problems.</p>
Qualifications & Training	<p>Level 2 literacy and numeracy skills.</p> <p>Current full UK Drivers Licence and access to a car</p>	<p>IAG L3 / 4</p>
Personal Attributes	<p>To work to deadlines and under pressure.</p> <p>Adaptable and flexible – able to adjust working style to suit the needs of different target audiences and situations</p> <p>Highly developed negotiating, networking, business planning and account management skills</p> <p>Good written communication skills.</p> <p>Excellent communication and</p>	<p>Have led projects involving young people</p> <p>Have volunteering experience in supervising (or have worked with) young people undertaking awards such as the Duke of Edinburgh Bronze/Silver/Gold Awards.</p> <p>Be involved in sport and organised recreational activities in a supervisory role</p>

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	<p>presentation skills.</p> <p>Ability to summarise written and verbal communication effectively.</p> <p>Demonstrable and effective planning skills.</p> <p>Excellent organisational skills.</p>	<p>such as a Coach. Umpire or Judge</p>
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Education is an ever-changing service and all staff are expected to participate constructively in NOVA's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of NOVA.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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