Industry Placement Officer

Job Description

Faculty / Department: **Campus:**	Apprenticeships & Business Engagement Burslem and Cauldon Campus

Responsible to:	Director of Apprenticeships and Business Development

Responsible for:	N/A

Grade:	Salary: £28,968 per annum (Grade 3, SCP 13)	**Hours:**	Full Time, 37 hours per week, Fixed Term until April 2027, 1 FTE

Role Summary:

To work collaboratively with students, employers and tutors to ensure learners on the College's Study Programmes and T Level programmes access purposeful, safe and high-quality work placements that enhance learning, progression and employability outcomes. To effectively plan, coordinate and deliver industry placements for full-time students. To proactively identify, engage and liaise with employers to support and influence their involvement in the design and delivery of programmes, in partnership with Heads of Learning, including securing agreed numbers of placement opportunities. To support Heads of Learning in managing and sustaining strong employer partnerships to ensure successful and long-term collaboration.

Main Duties and Responsibilities:

Work Processes and results

- Use sales and marketing techniques to identify study programme and T Level placement opportunities which are suitable for student aptitudes, skills and abilities.
- Liaise and negotiate with employers to agree study programme and T Level placement opportunities, and to support the management of the ongoing relationship with the employer together with the relevant Head of Learning.
- Liaise and negotiate with employers to identify opportunities for their involvement in the development, enhancement and delivery of study programmes and T Levels.
- Support the development of processes and materials to improve the effectiveness, efficiency understanding of and monitoring of placements across study programmes and T Levels.
- Delivery of industry placement introduction sessions to all students during the induction period.

- Deliver industrial placement CPD to teaching teams to ensure they are aware of and comply with funding and audit requirements.
- Ensure that all learners and the college operate in a safe manner by guaranteeing that all placements have been vetted for Health and Safety, Safeguarding compliance and Employer Liability Insurance through the use and monitoring of the Connect education placement management software.
- Work with Director of Apprenticeships & Business Development and Heads of Learning, in the development of new T level routes with regard to industry placement and employer engagement.
- Work collaboratively with skills coaches and the wider business engagement team to achieve industry placement targets.
- Identify and refer College wide sales opportunities to the business development team.
- Arrange a risk assessment on individual students where the student has identified issues that need consideration.
- Liaise with Curriculum colleagues to ensure industry placements integrate effectively with student programme of study/T Level and course schemes of work.
- Prepare and brief students prior to industry placements commencing.
- Ensure that all necessary and appropriate documentation is completed including CRM (Pro-Engage) records.
- Ensure there is a contact point at all times for students on placements.
- Provide support for any student experiencing difficulties on their placement, in conjunction with their tutor.
- Facilitate the evaluation of placements, both from the student and employer perspective at the end of each year.
- Advise the Health and Safety Team of any accidents reported by the student or their employer during industry placements.
- Liaise with Connect (placement tracking software) and the college IT department to ensure placement data is recorded correctly and that use of the app by students is effective.
- Undertake CPD delivered by placement software providers to keep up to date with app developments
- Where necessary, oversee the organisation of the virtual placement preparation activities through the placement software providers app.
- Carry out such other duties as may reasonably be required from time to time.

Team Work

- To work flexibly as a member of a team of support staff, including attendance at team meetings and other College meetings, as well as supporting open events.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Engage proactively in the performance review process, contributing to the setting of the role specific objectives, supporting developmental planning and participating in regular review discussions to faster continuous improvement and alignment with college priorities.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Demonstrate a commitment to embed the FREDIE principles of Fairness, Respect, Equity, Diversity, Inclusion, and Engagement, contributing to building a truly inclusive culture where everyone feels valued, respected, and able to participate.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values - Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate actively in making the College a welcoming and inclusive environment in which to learn and work, contributing to a college culture which is consistent with our values.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges.
- Maintain vigilance regarding safeguarding concerns and report them in full compliance with the College's safeguarding procedures.
- Model appropriate professional boundaries and positive behaviour.
- Participate in mandatory Safeguarding, Prevent, and Health and Safety training and maintain up-to-date compliance through refresher sessions.
- Read and understand Part 1 of KCSIE (or Annex A where applicable) and refresh understanding annually when the guidance is updated each September.
- Contribute to maintaining a safe and welcoming environment for all Learners.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

*This Job Description and Person Specification is accurate as at **July 2026**. In consultation with the postholder, the College reserves the right to update, amend, or vary its content, to reflect changes to, or modernisation of, the role.*

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Cert	Certificate
DBS	DBS Certificate
Po	Portfolio

PERSON SPECIFICATION
Industry Placement Officer

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Minimum of 2 GCSE's (A* - C, 9 – 4) or equivalent, including Maths and English or willingness to work towards. • Minimum of a Level 3 in Industry Relevant Qualifications.	A, I, Cert A, I, Cert	• Minimum of 4 GCSE's (A* - C, 9 – 4) or equivalent. • Degree level qualification.	A, I, Cert A, I, Cert
Experience	• Experience of working within a fast-paced environment. • Experience of working under pressure with the proven ability to hit deadlines and ensuring targets are met. • Experience of delivering presentations or talks to others. • Experience of building effective relationships with organisations involving negotiation and engagement. • Experience of monitoring and tracking against targets to ensure successful outcomes.	A, I A, I A, I A, I A, I	• Experience of similar role in the education sector.	A, I
Special Knowledge/ Skills/ Abilities	• Excellent administration and IT skills. • Commitment to high standards of customer	A, I I	• A knowledge and understanding of implementing quality systems.	I

	service. • Excellent communication and presentation skills and an effective team member. • Able to demonstrate a good understanding of the Further Education sector. • Confident to deliver tutorial sessions with individuals and groups of candidates.	I I I		
Disposition/ Attitude	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties and through being able to work flexibly as part of a team. • Demonstrable positive approach to Equality, Diversity & Inclusion • Resilience and adaptable in response to challenges and change.	I A, I A, I		
Suitability to work with Children, Young People and Vulnerable Adults	• A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults. • Understand the importance of maintaining confidentiality and appropriate professional boundaries with children, young people and vulnerable adults • Awareness of Safeguarding policies and procedures in an educational setting. • Ability to recognise and report safeguarding concerns in line with College procedures.	I, DBS I, R, DBS I, R I	• Training in Safeguarding, child protection or Prevent beyond mandatory induction • Familiarity with safeguarding legislation relevant to the education sector. • Awareness of Prevent duty	A, I, R I I

TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.