

The Leicestershire College

Job Description

1. Job Details

Job Title:	Work Placements Lead
Department:	Business Development
Reporting To:	Business Development Manager
Competency Level:	Business Support 4
Hay Grade:	G4
Salary:	£34,895 - £35,939 Per Annum
Date of Job Evaluation:	January 2026
Date:	May 2026

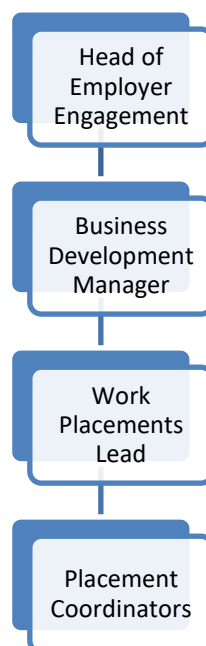
2. Job Purpose

To lead on the operational implementation and success of Work Placements for the college group. To lead a team of staff to ensure targets for WEX and Industry Placement, as well as Higher Education placements are secured, tracked and completed in accordance with the colleges priorities and audit requirements.

3. Dimensions

Staff Numbers – Direct and Indirect

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
Document Reference:	HR-TT-078	Last Review:	Aug 2025
Version:	1.0	Next Review:	Aug 2027

*This document is the property of the Leicestershire College.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*

5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Manage the Placement Coordinator team to ensure high performance against targets and achieve college WEX/IP priorities.
- Use management information and data as directed and required to drive forward success and achievement and prepare reports and information for the Head of Employer Engagement & Assistant Principals and/or Heads of Department.
- Report work experience and industry placement data and forecasts on a regular basis to Work Business Development Manager, Head of Employer Engagement and Assistant Principals.
- In conjunction with Business Development Manager and team, research opportunities for new provision through networking, market and employer analysis and local market intelligence; consult and liaise with internal and external stakeholders to develop proposal.
- Ensure that employer and learner quality / feedback surveys are conducted, and learner voice activities directly feed into quality improvements plans to ensure high levels of customer satisfaction.

- Coordinate, plan and organise delivery of high-quality work experience and industry placement across the college.
- Lead on the implementation and tracking and monitoring of work experience and industry placement completion across college. Ensure direct reports support Assistant Principals to achieve WEX/IP completion targets by curriculum area.
- Support allocation of curriculum targets with Assistant Principals during Curriculum Planning initiatives, for work experience and Industry placements and provide weekly updates to curriculum teams.
- Liaise with MIS and designated Assistant Principals to ensure completion of work experience and industry placements are closed down and compliant with funding regulations and audit requirements. Ensure team is allocated accordingly to support MIS/curriculum census checkpoints to minimise the risk of financial clawback.
- Develop and maintain innovative resources and marketing materials for a range of students, parents/carers, employers and staff.
- Work with external providers to develop a network of support for work experience and industry placement
- Organise industry placements and work experience placements for HE Placements (Sport)
- Adhere to and follow strict processes when organising work placements, considering factors such as health and safety risk assessments, carry out risk assessments.
- Ensure that all engagement with employers is fully logged and evidenced on the CRM.
- Identify and match suitable organisations to learner's aims and requirements of their work placements
- Maintain own knowledge of policy changes, funding changes and reforms.
- To ensure that decisions are taken in accordance with the Group's overall Risk Management policy, keeping the Head of Provision updated on key risk management issues.
- To act as Duty Manager as required.
- Undertake training and act as a First Aider for the organisation as required.
- Engage in relevant professional development activity as necessary.
- Undertake such other duties and responsibilities as appropriate and commensurate within the nature of the duties and responsibilities of the post as deemed necessary by Senior Managers and the Executive Team within the context of the Loughborough College Group contract.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
To coordinate, plan and organise the delivery of high-quality work experience and Industry placements.	Accurate and timely completion of WEX/IP ensures high vocational achievement rates.
Effectively track and monitor learners progress against performance and delivery targets for work experience and industry placements.	To ensure work experience and industry placement requirements are fully compliant with funding regulations and audit requirements.
To create effective links with employers and external partners and stakeholders to develop new and repeat business.	Achieve college key performance indicators and income targets.
To work effectively across college to promote the employability agenda and work readiness.	Ensure positive learner destinations.

8. Key Working Relationships and Communications

Internal: Head of Employer Engagement, Assistant Principal, Apprenticeship & Business Development manager, Key Account managers, Account Managers, Recruitment Consultants, Administration team, Workplace Co-ordinators, Apprenticeship delivery team, Curriculum Managers, progress tutors, lectures, Procurement, MIS & Funding, Quality team.

External: Employers, External agencies: JCP / DWP, External Partners and Stakeholders.

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Justifies expenditure; gets best value for money; contributes to budgeting process. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Qualified or willing to work towards minimum of Level 3 Careers, Advice and Guidance or relevant Employability/WEX coordinator qualifications	•		Application/ Certificates
2.	L5 Management Qualification or willing to work towards		•	Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience of educational leadership and management	•		Application/ Interview
5.	Experience of the use of Information Technology applications such as, CRM, databases, spread sheets, diary and calendar systems, websites to assist in the administration and organisation of work	•		Application/ Interview
6.	Establishing strong networks and effective communication with internal and external stakeholders	•		Interview
7.	Possess relevant work/ vocational experience e.g. in an educational setting with young people	•		Application/ Interview
8.	Experience in managing multiple caseloads and ability to work in a fast paced, performance and target driven environment	•		Application/ Interview
9.	A high level of verbal and written communication skills which enable creation of positive relationships with learners, staff, managers, employers and external contacts at all levels	•		Interview
SKILLS & KNOWLEDGE				
10.	Understanding of Computerised information and database systems and ability to maintain systems and spread sheets and produce and analyse reports	•		Application/ Interview
11.	Knowledge of the local/national employment market and ability to translate this to young people		•	Application/ Interview
12.	Ability to monitor, interpret and report on data and metrics associated with work experience and industry placement performance	•		Application/ Interview
13.	Able to multitask, prioritise, and manage time efficiently	•		Interview
14.	Knowledge of developing CVs, offering interview preparation and identifying new job opportunities	•		Interview
15.	Ability to build effective internal working relationships across all levels of seniority and functions	•		Interview
16.	Ability to work independently without direct supervision	•		Interview
17.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				

18.	Ability to work collaboratively with a range and level of people	•		Interview
19.	Show commitment to the improvement and maintenance of standards	•		Interview
20.	Access to or use of a vehicle to travel/attend external meetings & events	•		Interview
21.	Ability to work flexible hours at evenings and weekends when required	•		Interview
22.	Promote the College's equal opportunities policy and practices	•		Interview
23.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in May 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
-----------------------------	--	-------------	--