**Computing Work Placement Officer**

**Full time, Permanent**

**£26,780 to £29,094**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are recruiting for a Work Placement Officer to oversee the T Level Computing students work experience.

**What we are looking for:**

* Must have recent experience in the computing industry,
* Enjoy working with students, providers and staff, to ensure that students successfully obtain and achieve their required placement hours and portfolio evidence.
* Open to change and have the skills to manage students effectively and meet challenges with a positive and flexible approach and be a team operator.
* Well qualified and have the energy and enthusiasm needed to contribute to a successful College and department.

**Duties/responsibilities:**

* Undertake a range of activities and to contribute effectively to team working and providing support to students
* Source and check placements prior to students starting, assess and monitor their progress, liaise with external organisations and Nescot staff
* Carrying out placement visits for our T Level students throughout the year in order to issue and monitor T Level student’s specific targets.
* Administrative documentation of reflections for placement experience will also be required.
* Responsible to tracking and monitoring other students across departments work experience placement using our online software (GROFAR).

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, Starbucks, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date 18th August 2025**

**Interviews will be held 25th August 2025**

**Job Description**

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| **Position Details:** |
| **Title:** | Computing Work Placement Officer  |
| **Department:** | Media, Music & Computing |
| **Fraction:** | 1.0 FTE |
| **Status:** | Fixed term |
| **Grade:** | Grade 5 |
| **Child/Vulnerable Adult Contact:** | YES |
| **Reporting / Department Details:** |
| **Responsible to:** | Curriculum Manager |

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|  **Job Purpose:** |
| To arrange work experience placements for our T Level Computing students in relevant computing based settings, visit students in placement and judge their progress against their qualification. You will ensure that health & safety checks / requirements are met.You will liaise with the teaching team, providing them with regular updates on progress and complete the required tracking and monitoring documentation.You will communicate effectively with placement setting providersIn addition to the direct contact, observations and professional discussions, the role also requires the following activities: Initial induction, risk assessments, additional assessment requirements, placement visits, using our online GROFAR system as well, as attend staff meetings. |

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| **Main Duties and Tasks:** |
| * To co-ordinate, organise, allocate & supervise student placements against agreed standards of competence using a range of assessment methods, giving feedback on assessment decisions and contribute to the quality assurance process.
* To meet all agreed performance and target criteria set by Curriculum Quality & Standards Co-ordinator in relation to the students completing their placements in a timely manner.
* To build relationships with employers and students and to communicate the contact back to relevant business and curriculum teams
* Work in a team to ensure there is a cohesive delivery of workplace assessments
* in this area and communicate ideas received from student and employer feedback that could enhance the quality of the programme delivery.
* Deliver work placement inductions to the students and employers at the start of the programme
* Ensure that health & safety checks / requirements are met to apply health and safety related good working practice and carry out risk assessments where necessary for all identified needs
* To promote and safeguard the welfare of students in placement.
* Support students in college and placement to build their portfolio of evidence
* Liaise with the teaching team, providing them with regular updates on progress and complete the required tracking and monitoring documentation.
* To ensure equality of opportunity is promoted in all aspects of work
* To visit students as per the qualification requirement to assess and make judgements on competence of candidates in accordance with the Assessor Code of Practice and Awarding Organisation QA policies and guidelines.
* Recording and providing effective feedback to students to ensure effective progress, and informing appropriate curriculum staff as appropriate; attending curriculum meetings as required
* Identify a student’s individual requirements for support and refer them to the appropriate person
* Assist in producing individual learning plans and utilising adapted E-ILP’s for tracking individual progress and target setting with students
* Provide on-going emotional support for students and when necessary, working with parents to meet the individual needs of students
* To participate in promotional events and activities and act as an ambassador in the marketing of training and courses at Nescot
* To attend staff team meetings and contribute to the on-going success of the department
* To use available resources efficiently and effectively
* To carry out duties flexibly and with the initiative necessary
* To undertake any other duties within the spirit of the job description and commensurate to the grading of the post.

Delivery and assessment of Qualifications – in line with Awarding Body requirements.* To supervise the assessment and action planning of students.
* To supervise the review of student progress including reinforcement of health and safety, equal opportunities, career aims and progression
* Liaison with Internal Verifiers and External Verifiers to ensure students’ progress and achievement satisfy awarding body criteria
* Monitor that the completion and quality of assessments are in line with awarding body requirements, in liaison with the relevant Curriculum Manager and the College’s Quality Nominee.
* Provide weekly updates to Curriculum Quality & Standards Co-ordinator on student progress towards targets and within specified time frames

Student support* Identification of additional learning needs and communication of findings to the CM
* Facilitate relevant underpinning knowledge to fill candidate skills gaps as appropriate
* Supporting learners in finding/ contacting placements

Employer Liaison* Maintain employer participation in vocational Computing courses
* Co-ordinate and organise routine Health and Safety checks, to ensure they are carried out and reviewed annually.

Other Duties* To keep up to date with all the changes to national standards and learning in the workplace in line with the Awarding Body and communicate this information to the team of assessors
* Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times, and ensure this knowledge is shared with team This may include attending training and development activities and/or completing ‘work experience’ to ensure current occupation competence
* Contribute to the design and implementation of new systems and procedures
* Attend relevant meetings, including one standardisation meeting each term.
* To meet performance and target criteria and take correct action where necessary
* Any other duties at the discretion of the Curriculum Manager
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: Curriculum Manager Date: 13/6/25UPDATED BY: HR Date: July 2025 |
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PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification –Computing Work Placement Officer** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Recent & relevant work experience in Computing Recent / previous experience of online systems for example, GROFAR | A/IA/I | Experience of working in an FE/College environmentExperience with Promonitor/EBS or GROFAR | AA/I |
| **Skills and Abilities** | Able to evidence communication skills, both written and spokenAbility to be self-motivated and to motivate othersAble to evidence organisational and administrative skillsExcellent ICT Skills and familiarity with office/ google systemsAble to evidence ability to work well within a teamAbility to respond to differing learner needs and be proactive to enable them to succeed | A/IIIA/III |  |  |

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| **Qualifications** | Minimum Level 3 or equivalent relevant qualificationWillingness and commitment to undertake training for the C & G Award in Education & Training qualification and undergo College teachers toolkit training programme if candidate does not possess recognised teaching qualification | AA/I | A1/V1 AwardPossess a C & G Award in Education & Training or above recognised teaching qualificationHealth and safety qualification/ industry specific  | AAI |
| **Personal Qualities** | Full car driving licence and use of a carHas awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | AIIIMI |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |