



### Job Description

<b>JOB TITLE:</b>	Industry Placement Advisor
<b>SALARY:</b>	Scale H - £26,336 – £28,994 FTE
<b>HOURS:</b>	37
<b>REPORTS TO:</b>	Head of Student Services
<b>CAMPUS:</b>	Slough & Langley College
<b>JOB PURPOSE:</b>	<p>To support young people in the development of their employability skills and to help them complete outstanding and meaningful industry placements as per the requirements of the college and course awarding bodies.</p> <p>To establish and maintain long-term, mutually beneficial relationships with local businesses, The Local Enterprise Partnership (LEP), and other key stakeholders.</p> <p>To support the college careers programme and implement a high-quality IAG strategy.</p>

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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#### **The main duties and responsibilities of the post include the following:**

- Ensure high-quality placements, careers, and employability programmes for all students across the college. This includes collaborative work and planning with curriculum and support areas to create a robust industry placement and careers calendar.
- Oversee processes to keep students, staff, and employers safe, ensuring compliance with national health and safety and safeguarding guidelines in the workplace.
- Ensure that policy and procedural documentation is current and meets stakeholder needs, including but not limited to industry placement assessments, information leaflets for students, parents, and employers, health and safety guides, and placement workbooks.
- Stay up to date with new government initiatives and policies relating to careers and industry placements to ensure compliance at all levels.
- Conduct visits to employers during and after placements to assess their suitability and value for students.
- Manage relationships between the College and external organisations, handling any arising queries or issues.



- Ensure appropriate Criminal Records checks are conducted prior to placements as needed for specific programmes.
- Work with curriculum and support staff to ensure all students successfully source and complete an industry-relevant placement.
- Collaborate closely with students of all levels and courses, prioritising their welfare, safety, and wellbeing.
- Deliver industry placement and careers presentations to students independently and with colleagues.
- Promote industry placements at College open events and, where appropriate, external events.
- Encourage and teach employment skills to students.
- Deliver a programme of resources linking to industry placement, careers advice, guidance, and employability skills.
- Track student placement allocations effectively, liaising with curriculum teams where placements have not been successful.
- Coordinate and monitor students on placements in line with College procedures.
- Compile and complete reports, evaluations, and monitoring requirements as agreed.
- Perform other duties commensurate with the grading of this post as may be required from time to time.
- The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

03/2025



**PERSON SPECIFICATION**  
Industry Placement Advisor

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Level 2 Qualification in English and Maths (GCSE Grade A – C / 9 – 4 or equivalent qualification) please state this in your application form	✓		AF
UK Manual Driving Licence	✓		AF/IV
<b>EXPERIENCE</b>			
Experience of working in a customer-focused environment and providing high quality customer service		✓	AF/IV
Demonstrable experience of providing high quality administration skills	✓		AF/IV
Experience of presenting to groups using IT		✓	IV
Experience of working with young people		✓	AF/IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Demonstrable Oral and Written Communication Skills	✓		AF/IV
Demonstrable IT skills including Google Workspace, Microsoft Office, Outlook, Internet and ability to work with complex databases	✓		AF/IV
Proven ability to be flexible and adapt to changing work environment	✓		IV
Proven ability to work effectively in a team	✓		IV
Proven organisational skills and the ability to work under pressure and meet deadlines	✓		IV
High level of attention to detail and accuracy	✓		AF/IV

**KEY:**

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation