

JOB DESCRIPTION

POST TITLE	:	Placement Coordinator – Engineering
LOCATION	:	On site delivery
SALARY	:	Up to £33,290
RESPONSIBLE TO	:	Head of Engineering
CLOSING DATE	:	12.00pm, Monday 14 September 2026
INTERVIEW DATE	:	Wednesday 23 September 2026

Main Purpose of the Post

To co-ordinate and source placements and assess and review learners, supporting them through their qualifications in Engineering. Liaison on progress will be undertaken with both the employer and appropriate college staff.

Responsibilities

- 1 Liaise with Curriculum Managers, Programme Leaders and College Internal Teams such as marketing and student services.
- 2 Arrange placements for full-time learners within the division and the accompanying administration.
- 3 Liaising with providers, visiting learners in placement to ensure learners and employers have a good placement experience. To form relationships with employers ensuring the success of the programme and to generate new business.
- 4 To deliver underpinning knowledge/training sessions to learners when and where required.
- 5 To prepare appropriate learning and assessment materials and undertake assessments in the workplace.
- 6 To source new placement provision using innovation to meet the needs of the sector and the curriculum.
- 7 Introducing and maintaining records to maintain quality of provision.
- 8 Planning, organising, carrying out and monitoring workplace appraisals and DBS checks to meet health and safety regulations.
- 9 Maintain high quality records, providing timely information and feedback to relevant parties.

- 10 To keep up-to-date with current development relating to vocational qualifications, internal and external verification requirements.
- 11 Promote Burnley College with external agencies.
- 12 To contribute fully to, College and Divisional team meetings, and marketing events. To lead placement meetings within the division.
- 13 Participate in appropriate staff development activities.
- 14 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 15 To carry out such other duties as the Principal may reasonably require.

HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Placement Coordinator - Engineering

DIVISION: Engineering

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Good general education including 4 GCSE's or equivalent experience to support this.	E	Application form
2	Level 3 or level 4 vocational qualification in Engineering	E	Application form
3	An appropriate Assessor qualification such as D32/33/A1 or willing to work towards	D	Application form
4	An appropriate Verifier qualification such as D34/V1 or prepared to gain within 12 months	D	Application form/ Interview

KNOWLEDGE/SKILLS

1	Knowledge of the Engineering placement areas/ T level Curriculums	D	Application form/ interview
2	Knowledge of health and safety issues	E	Application form/ Interview
3	Awareness of Safeguarding Legislation	E	Application form/ Interview

EXPERIENCE

1	Ability to work on own initiative and as part of a team	E	Application form/ Interview
2	Excellent written and oral communication skills	E	Application form/ Interview
3	Excellent organisation and planning skills	E	Application form/ Interview
4	Ability to present data	D	Application form/ Interview
5	Presentation skills including the use of ICT	D	Interview

6	Experience of liaising effectively with employers	E	Application form
---	---	---	------------------

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/ Interview
3	Good teamworking skills and commitment to Teamworking	E	Application form/ Interview
4	A commitment to ongoing professional updating	E	Application form/ Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/ Interview
6	Current driving license and access to own transport	E	Application form

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*