

**Job description**

Post:	Placement Officer	Grade:	H
Department:	Learning, Teaching and Research		
Team:	Placement		
Responsible to:	Placement Manager		

Main purpose:

- Provide placement support for all students studying at Norland.
- Work as part of the academic team to help provide a high standard of support for the students at Norland.
- Always provide high quality customer service when dealing with email, telephone and face-to-face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.

Main responsibilities:

- Support the Placement Manager to secure and maintain quality placements across the age range 0 – 8.
- Visit and monitor all placements providing written risk assessments, as directed by the Placement Manager.
- Provide a report on individual student performance in their practical placement.
- Monitor student contributions to their portfolio of Graduate Practitioner Competencies .
- Contribute to and support sessions for students which underpin practical training for Norland students.
- Visit, support and report on students in family placements.
- Contribute to the assessment of students as they work towards their BA (Hons) Early Childhood Education and Care and Norland Diploma. In particular, undertake second marking for Viva assessments on placement modules.
- Prepare and present reports on students' performance for the BA (Hons) Early Childhood Education and Care and the Norland Diploma.
- Act as a personal tutor to a group of students, meeting with them regularly both on a 1:1 or whole group basis.
- Attend careers conventions/student recruitment events as appropriate.
- Attend staff meetings as and when required.
- Assist the Placement Manager and wider team in developing new initiatives.
- Willingness to contribute to small-scale research projects as appropriate.

- Be willing to undertake fire warden and first aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure operational procedures are fully complied with.
- Take ownership of continued personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.

General

- In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:
- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.