



Job Description: Work Experience Coordinator

Responsible to: Careers Manager

Location: Bridge Business Centre (Bridge School Malvern - Sixth Form, Barnards Green, Malvern)

Start date: 4th Jan 2027

Salary: from £32,218 depending on qualifications and experience

Hours: Average 32.5hrs Week 1 M- Th 9-3:30, Fri 9-3. Week 2 M,-Tu 9-3.30, W 9-5, Th- F 9-3

Vision and ethos of the school

Bridge Business Centre exists for the benefit of young people who need an alternative approach to learning and preparation for transitioning into employment, further education or training.

Our aim is to meet young people's learning and emotional needs and to support them in improving their employment and life chances. The development of positive attitudes to learning and aspirational life goals is central to the support we provide.

Purpose of role

To develop, implement and coordinate work experience for our students aged 16-25 with additional educational needs. To support students in developing an understanding of the world of work through employer contacts and supporting vocational trips. To offer a high standard of career advice and guidance, supporting with positive progressions.

You will have a good understanding of special education needs such as Autism, ADHD, SLCN and global delay. Offer a professional approach when liaising with employers. You will need to have high but realistic expectations for students and so promote and advocate for them with employers.

Key Responsibilities

You will be responsible for finding safe, suitable work placements to meet individual students' career aspirations. Establishing and maintaining good working relationships with work placement providers, and supporting the learners to enable them to access and maintain their placements. This will involve liaising with employers, families and other professionals to ensure learner needs are fully met.

Working with students and parents

- Creating opportunities for the year 1 and 2 students to participate in work experience opportunities.
- Working closely with parents when arranging work experience placements and planning progressions.
- Match learner needs, skills and interests with available job placement opportunities.
- Promote work experience, industry placements and employer engagement opportunities to learners to enhance learner participation.
- Provide necessary training to learners prior to placement and ongoing support once placed at a work experience site.
- Arranging visits and trips in line with students' interests to broaden their understanding of the world of work.
- Support leavers to find a positive progression; working collaboratively with students, parents and the staff team and careers guidance tutor.
- Scaffold and plan ahead to support students in managing new environments and changes successfully.

Working with employers

- Networking and working closely with employers and the community to build a bank of supportive employers within the local area to the school and students' home areas. Promoting and fostering positive working relationships.
- Contact employers and develop high-quality community-based opportunities for learners to job shadow, and have short-term exploratory job placements and longer-term work experiences.
- Liaise regularly with job site supervisors to get daily feedback and ensure successful work experience placements. Recording this feedback appropriately.
- Seek to resolve problems that may arise regarding a work experience placement.
- Carry out initial health and safety checks at work experience placement sites and perform ad-hoc site checks as appropriate to ensure all health and safety regulations are met.

Working with the team

- Liaise with the 6th Form team to ensure awareness of the work experience programme and necessary involvement, ensure placements meet the learner's needs, accurate records are maintained and information is shared to further support the learner.
- Feedback to 6th form team on areas where students may need additional support to develop employability skills to ensure progression.
- Communicate and plan ahead when arranging placements to support the implementation of the wider curriculum and timetabling.

Record keeping

- Complete necessary paperwork before a work experience starts, establishing regular feedback and a review upon completion.
- Update the management information system to monitor work placement uptake, provide a robust evaluation system and identify gaps moving forward.

- Follow up with employers, training providers, education placements and volunteering organisations to obtain evidence for learners who have progressed.
- Compiling record of achievement folders for leavers.

General

- You will have high professional standards and want to provide a high level of customer service to all learners, staff, visitors and work placement providers.
- You will understand and be committed to the aims, objectives and ethos of Bridge School Malvern and reflect these in your daily working life.
- You will provide transport to young people using your own car, covered by business insurance.
- You will ensure that placements are of a high standard and meet the needs of the students offering a high quality experience that will help to develop their employability skills.

Other general responsibilities will include:

Adhering to Bridge School Malvern's policies and procedures.

Attending regular meetings and supervision to help your professional development.

Attending training as required.

Any other tasks as required or requested by your Line Manager.

Person Specification

Education Level And Qualifications

- Good levels of competency in literacy & numeracy, preferably at GCSE Grade C or above or equivalent
- IAG Qualifications desirable
- Coaching experience and/or qualification
- First Aid at work qualification or willingness to undergo training
- Driving licence and own car with business insurance

Specific Knowledge, Experience And Skills

- You will have a good understanding of special education needs such as Autism, ADHD, SLCN and global delay. Offer a professional approach when liaising with employers. You will need to have high but realistic expectations for students and so promote and advocate for them with employers.
- Experience of working with employers, voluntary organisations or agencies
- Experience of working with SEND children and young people
- Experience of delivering IAG in an education environment
- Experience of tutoring, mentoring and/or coaching
- Experience of employability/work related learning
- Administrative experience
- Outstanding accuracy and attention to detail
- Knowledge and understanding of safeguarding issues and procedures

Personal Attributes

- A passionate, outstanding professional “Glass Half Full” outlook!
- Self-motivated and able to apply own initiative
- Evidence of excellent interpersonal and communication skills (both verbal and written) and appreciation of the importance of positive communication with parents and external professionals
- Excellent organisational skills; able to balance conflicting priorities
- IT literate with familiarity with Google applications
- Flexible, adaptable and calm under pressure
- Good problem-solving and decision-making skills
- Understanding of the need for confidentiality and sensitivity
- Able to work as part of a wider team
- A respectful attitude to differences and an understanding of equality and diversity
- Commitment to promoting good practice and adhering to our ethos
- Committed to continual professional development