

# PLACEMENT ROLE DESCRIPTION

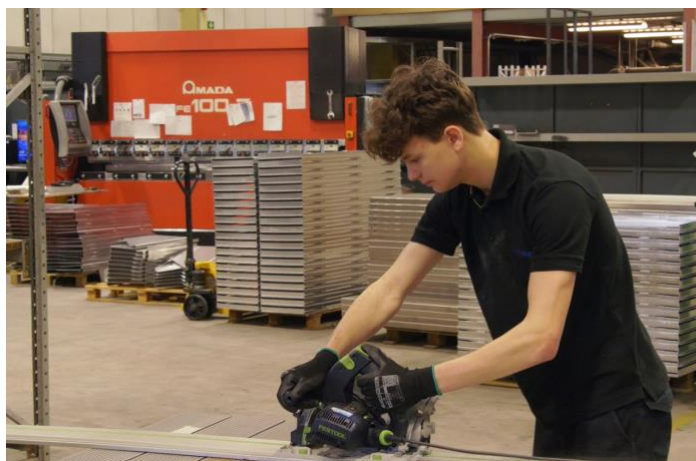
A placement role description shows the student what their job role is while they are working with you.

It outlines what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student's job involves. It also helps the provider choose the right student for the placement.

It's advisable to write a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. A few tips are given below followed by guidance on what the role description should cover.

## TIPS

- Use straightforward language and avoid jargon
- Tell the student clearly what they will be doing
- Include the organisation's name, address, website and contact details



## WHAT SHOULD IT COVER?

### THE ORGANISATION

Short description of the organisation and what it does (core activities). Brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

### ROLE AND KEY RESPONSIBILITIES

- Title of the role
- Short description of what it involves
- List of key responsibilities
- Job title of their supervisor – the person they will be working with most closely during the placement
- Extra information for the student, e.g. what a typical working day is like

### STUDENT SPECIFICATION

Prepare a short description of the key things you're looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

# **BUSINESS ADMINISTRATION**

## **T LEVEL: MANAGEMENT AND ADMINISTRATION**

### **ROLE: ADMINISTRATOR**

#### **ROLE AND KEY RESPONSIBILITIES**

The role gives an all-round experience of the business, and students can get involved in the following:

- assist with social media and management of general operations
- identify ways to market what we do and get it out there
- administration (e.g. emails and scheduling meetings)
- help the team to work on ideas for projects and put forward proposals
- marketing strategy



#### **STUDENT SPECIFICATION:**

We are a nurturing environment that encourages students take ownership of projects. Therefore, the following skills would be beneficial:

- excellent organisation skills
- teamwork
- communication skills
- someone who takes initiative and who has an entrepreneurial mind-set
- students must have basic working knowledge of computers (additional software training will be provided)

#### **ABOUT THE ORGANISATION**

Company E is a youth led start-up, founded in September 2017 with 8 employees. The company teaches code, Photoshop and film-making to young people who do not fit into the current education structure. They also work on skills such as anger management and how to pitch skills, as well as web development projects for start-ups, video promotions, logos and magazine designs.