



**Warrington
& Vale Royal
College**

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: Industry Placement Team Leader

Responsible to: Head of Partnerships - Skills

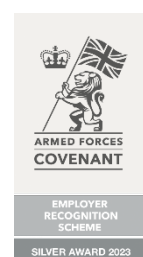
Accountable to: Vice Principal - Partnerships & Growth

Job purpose

To drive employer engagement activity across the College, building and maintaining strategic partnerships with businesses, and ensuring that students have access to meaningful industry placements and skills development opportunities that enhance their learning, employability and future career prospects. Working collaboratively with curriculum teams, employers and external stakeholders, the Team Leader will ensure that industry placements meet curriculum requirements, support student progression and positive destinations and reflect current and emerging workforce needs.

Key responsibilities

- Establish, maintain and develop business relationships with employers, to promote collaboration, industry placement opportunities and wider skills opportunities for students.
- Line manage the Business Engagement Officer team, setting individual targets, holding regular 1:1s and conducting annual performance reviews, and identifying coaching and development needs to build team capability and performance.
- Lead a team of Business Engagement Officers to identify and convert opportunities for students for industry placement and curriculum skills enhancements
- Identify curriculum areas falling below industry placement target and implement tailored improvement strategies to bring performance back on track



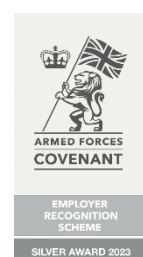
- Identify KPI's for Business Engagement Officers for each curriculum area for industry placement, skills development and curriculum enhancements
- Identify bespoke engagement strategies for each curriculum areas in partnership with the Head of Partnerships – Skills.
- Deputise for the Head of Partnerships – Skills when necessary.
- Drive employer-led curriculum enhancements including live industry briefs, masterclasses, employer site visits and guest speakers, working with curriculum teams to embed these into programme delivery.
- Work closely with the wider Business Development team to share good practice and work in collaboration to achieve outcomes and opportunities
- Generate new business opportunities, using a variety of methods including social media and networking.
- Ensure all employer engagement activity is recorded accurately on the college industry placement software.
- Seize engaging opportunities to bring in guest speakers or secure suitable visit opportunities to companies for our learners.
- Work closely with the relevant curriculum managers to develop innovative opportunities for students with employers
- Attend regular networking events and opportunities to strengthen industry links
- Achieve Industry Placement and curriculum enhancement and skills targets in line with the College's Employer Engagement Strategy
- Nurture key relationships with key stakeholders as part of the College Business Centre
- Identify opportunities to showcase industry placement and skills enhancements with external stakeholders and support employer-focused events throughout the year
- Support with marketing and promotion of events and stories through close working relationships with the marketing team

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.



- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

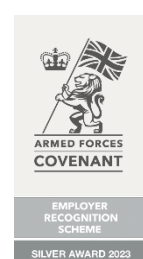
Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do



We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.

PERSON SPECIFICATION

Qualifications

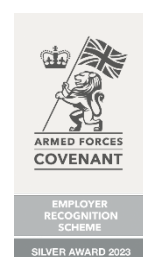
- Level 5 qualification or higher, together with five GCSEs grade 4 and above including English Maths.

Experience and knowledge

- Experience of developing successful relationships with employers, preferably within a further education or skills environment.
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- Experience of industry placement within further education
- Experience of working within an education or training provider setting
- Experience of using industry intelligence to identify opportunities that enhance the curriculum, improve student employability and meet employer skills needs

Skills and abilities

- A proven ability to form and maintain positive working relationships with employers and stakeholders
- High level organisation and planning skills
- Ability to deliver competing priorities to deadline
- Excellent customer service skills



- Strong data analysis skills to inform direction and interventions
- Strong organisational and relationship management skills
- Resilience and confidence to represent the college at external events
- Flexible in approach
- Driving licence and use of a vehicle
- Creative and ability to solve problems.
- Well-developed networking and interpersonal skills, with the ability to act as an Ambassador for the College.

Updated July 2026

