

Our mission is: 'Inclusion, realising potential; transforming lives'

JOB DESCRIPTION

Job Title: T Level Reviewer in Design, Surveying & Planning

Responsible to: Curriculum manager

Accountable to: Director of Curriculum & Quality

Job purpose

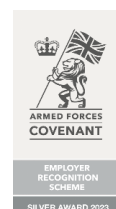
Placing, supporting, monitoring, and reviewing learners undertaking T Level Design, Surveying & Planning industry placements by carrying out placement visits, completing placement reviews, tracking progress and attendance, and ensuring a high-quality learning experience.

The postholder will work collaboratively with employers, curriculum teams and learners to secure meaningful industry placements that develop learners' technical knowledge, professional behaviours and employability skills whilst strengthening employer partnerships and supporting the College's strategic ambitions.

Key responsibilities

- Support learners to find a suitable industry placement that meets the needs and requirements of the qualification.
- Develop and secure high-quality industry placements across the Design, Surveying and Planning sector, building sustainable relationships with new and existing employer partners.
- Liaise with employers before, during and after the duration of the placement to maintain relationships with employers.

- Act as the principal point of contact for employers throughout the placement journey, promoting the benefits of T Levels and supporting employer engagement.
- Visit employers regularly and set individualised targets for the learners to achieve while in industry placements.
- Record and monitor placement attendance reporting issues directly to curriculum manager/course leads.
- Complete placement reviews with the learner and placement setting.
- Work closely with the lecturers to set meaningful targets that relate to current teaching and meet the needs of the employer and develop skills required.
- Prepare learners for the workplace by supporting the development of professional behaviours, employability skills, workplace expectations and confidence.
- Ensure that any additional learning support needs have been identified on individual learning plans, training programmes agreed and progression monitored on a regular basis.
- To ensure regular and purposeful reports to employers, learners and the college to ensure a clear plan of action is in place, which is timely for each learner, and allows completion with agreed target dates.
- To ensure fully compliant and comprehensive candidate tracking at all times regarding progress and status of learners is current and up to date, and in line with pre-determined progress targets.
- Monitor the quality of industry placements through learner and employer feedback, identifying opportunities for continuous improvement.
- Ensure industry placements comply with safeguarding, health and safety, insurance and statutory requirements, escalating any concerns promptly in accordance with College procedures.
- Complete and maintain all placement documentation, risk assessments and compliance records accurately and within required timescales.
- Maintain accurate records using College information systems and contribute to performance reporting relating to placement activity, attendance, employer engagement and learner progression.
- Work collaboratively with curriculum teams to ensure industry placements complement classroom learning and support achievement of programme outcomes.
- Support employer engagement events, careers activities, open evenings and promotional events to strengthen industry partnerships and learner opportunities.



- Contribute to the continuous improvement and development of T Level provision through sharing employer feedback, identifying best practice and supporting curriculum enhancement.

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.
- Develop and maintain effective professional relationships with employers, industry representatives and external stakeholders.
- Represent the College professionally at all times, promoting its values, reputation and commitment to high-quality education and employer engagement.
- Maintain an up-to-date understanding of T Level reforms, employer requirements and developments within the Design, Surveying and Planning sector.

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 their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

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, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

We pursue excellence in all we do - a passion for inclusive, 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, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, 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 – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable 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

- 5 GCSEs including English and Maths
- Recognised national qualification at level 3 or above.
- Hold or working towards the HASP qualification.

Experience and knowledge

- Experience of working with work-based providers/employers
- Knowledge of the T Level Design, Surveying and Planning qualification
- Experience placing student in work placements

Skills and abilities

- Good organisational skills
- Strong team-working skills
- Customer focussed approach to working with others
- Detailed and thorough
- Strong problem-solving skills

Updated June 2026

