



Candidate Information

Position: Initial Teacher Education Placements Officer
School/Department: School Office (SSESW)
Reference: 23/110787
Closing Date: Monday 17 April 2023
Salary: £26,642- £30,619 per annum pro-rata
Anticipated Interview Date: Wednesday 10 May 2023

JOB PURPOSE:

To provide comprehensive and professional placement support within the School of Social Sciences, Education and Social Work Initial Teacher Education programme. Placement allocations are made using a student-centred approach while considering a range of factors affecting the choice of placement school.

MAJOR DUTIES:

1. Responsible for the administration of placements for PGCE students, including liaising and disseminating information to partner schools or alternative placement organisations in a timely and effective manner, ensuring good relationships, allocating students to schools within course and subject parameters and dealing with highly confidential matters. Ensure that all necessary documentation has been received by both the students and the host schools/alternative placement organisations.
2. Maintain Teacher Tutor and school/alternative placement host contact details on an ongoing basis.
3. Produce placement reports for PGCE Pathway Convenors as required.
4. Provide advice to PGCE applicants and students, e.g. at recruitment events, induction.
5. Attend PGCE meetings and report on PGCE placements.
6. Assist with the organisation of any Teacher Tutor events.
7. Use MS Access to create queries and reports as required.
8. Develop and maintain an effective and efficient departmental placement database and maximise the use of relevant University databases, generating management reports as required, e.g., student placement records, applications, external tutors.
9. Co-ordinate placement activities, e.g. return of placement reports.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels in relevant subject (or equivalent).
2. 4 years relevant work experience, including experience in a student placement role.
3. Experience of using Access database, including creating tables and complex queries.
4. IT literacy and up to date knowledge of relevant computer packages and information systems.
5. Organisational and time management skills and ability to plan work, organise and analyse information and solve problems.
6. Good oral and written communication skills.
7. Ability to use initiative and work independently.
8. Ability to deal with sensitive and confidential matters.
9. Ability to work as part of a team.
10. Ability to present information to others.
11. Flexibility – applicants should be able to demonstrate flexibility to meet the requirements of the post, which may include evening work.
12. Annual leave may be restricted during peak periods (such as before the release of placement allocations).

DESIRABLE CRITERIA:

1. Knowledge of Initial Teacher Education (ITE) in Northern Ireland, particularly relating to schools and ITE providers.
2. Up to date knowledge of student information systems, e.g. QGIS.