

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.

LEGAL, FINANCE AND ACCOUNTING

T LEVEL: LEGAL, FINANCE AND ACCOUNTING

ROLE: LEGAL SUPPORT

ROLE AND KEY RESPONSIBILITIES

The role will involve assisting our corporate service function in a variety of matters and at various levels including administration, drafting, typing, facilitating training, and research.

This may include but may not be limited to:

- undertaking legal research and drafting as directed, especially in relation to the Children and Family Directorate
- assisting with review of contract
- giving administrative support including developing and maintaining legal intranet, internal communications, electronic and filing papers
- maintaining the legal task list and work pipeline
- proofreading documents and correspondence

ABOUT THE ORGANISATION

Company RR is a national charity that has been changing children's lives for over 130 years. Our vision is for a country where children are free from disadvantages. We fight for change, supporting disadvantaged children to have better lives.

STUDENT SPECIFICATION:

So that the student can personally succeed in this role with the Company, the student will require:

- experience of establishing personal deadlines
- demonstrable organisational and prioritisation skills
- attention to details and accuracy
- numerical/analytical skills
- IT literacy especially, Microsoft Word and Excel

