JOB DESCRIPTION
Practice Learning Coordinator, Sociology (0.6FTE)
Vacancy Ref: N2579

| Job Title: | Practice Learning Coordinator |
| Present Grade: | 5S |
| Department/College: | Sociology |
| Directly responsible to: | Head of Department or Placement Lead |
| Supervisory responsibility for: | N/A |
| Other contacts | |
| Internal: | Director and Deputy Director of Social Work, Academic and Professional Services staff, Faculty Office, SES, UG & PG students |
| External: | Private, voluntary and independent agencies, Practice Educators, Placement Tutors, non-academic funding agencies, HE institutions, visitors, prospective undergraduate and postgraduate students |

**Major Duties:**
- Responsibility for the placement administration and coordination of the placement seeking and allocation process, including:
  - Send out communications about placement students to Placement Tutors.
  - Distribute, review and record relevant student profile forms to respective student placements.
  - Create and distribute placement ID letters for students, with information about their placements.
  - Distribute and collate DBS and suitability to practice forms.
  - Distribute and collate feedback forms from Practice Educators and students at the end of placements.
  - Record information on student learning and other needs.
  - Ensuring the completion of QAPL (by Practice Educators and students) and distribute to the Social Work Practice Team.
  - Participate in practice education development days.
  - Monitor and record information on student learning needs, placement provision and costs.
  - Organise and participate in practice training and development days.
  - Attend relevant training and information sessions with stakeholders and appropriate agencies, including service users and carers to help develop practice learning and placements.
  - Communicate the placement payment process to agencies at the start of the placement, and respond to queries around finance from placement agencies during and after the placement.
  - Sign off placement payments at the end of placements, and notify Finance that payments can be made.
  - Assist with student set up of enhanced DBS certificate.
  - Create the Practice Learning Handbook, in partnership with Practice Learning Team.
  - Review Practice Assessment Placement (PAP) process with the Practice Learning Team, in line with the University and Social Work England’s requirements.
  - Provide placement related data for departmental, university and Social Work England reports

**General:**
- To ensure cover is provided for other professional services staff, in particular Social Work, during absences and maintain knowledge of work across all areas of the department as part of the professional services team.
- Attend all relevant departmental, subject and practice learning meetings.
- To represent the Department as appropriate on working groups, committees etc.
- To undertake any necessary training and development.
- To undertake other duties required by the Department and appropriate to the grade, as directed by the Departmental Officer and/or Practice Team Lead, or Senior Leadership Team.