



COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S



Job Description – Placement Coordinator

Job Title:	Placement Coordinator	Contract Type:	Fixed-term (12 months) – full time
Department:	Academic Function	Hours of Work:	Monday to Friday 09:00 – 17:00, 5 days per week (35 hours)
Reporting To:	Vice President for Academic Affairs and Registrar	Salary:	Commensurate with experience

Carlow College, St. Patrick's

Carlow College, St. Patrick's is a small third level College specialising in degree level education in the Arts, Humanities and Social Care areas. The College has a rich tradition of education since its establishment in 1782. Its historic campus close to the centre of town offers an ideal learning environment. The College has a strong reputation for the quality of its education, based on small class sizes, an engaging and research active faculty, with strong academic and pastoral supports for students. Currently it delivers undergraduate degree programmes to level 8 in Arts and Humanities, English and History, Applied Social Studies in Professional Social Care, Psychology, and Social Political and Community Studies.

Our commitment to Equality, Diversity and Inclusion

Carlow College, St Patrick's is committed to providing an inclusive working and learning environment, valuing diversity and fostering a culture where the rights and dignity of all its staff and learners are respected. Carlow College is dedicated to ensuring that all of its activities are governed by principles of equality of access, opportunity and participation. We recognise and celebrate the diversity of our college community, its learners and staff and we seek to actively promote a spirit of inclusiveness and mutual respect. The College is also committed to identifying barriers to equality, diversity and inclusion and providing supports to staff and learners to achieve their full potential.

In the promotion of equality, diversity and inclusion, Carlow College seeks to:

- Ensure that no prospective or actual learner or member of staff will be treated less favourably than any other in a similar situation during their study or employment at Carlow College on one or more of the following grounds: age; disability; race; religion; civil status; family status; gender; sexual orientation; membership of the Traveller community.
- Provide education of excellent quality to all its learners, whatever their identity, background or life experience.
- Identify and reduce barriers, which might deter prospective learners and staff members from applying to the College and to promote access for under-represented communities.
- Provide reasonable accommodation to learners, staff and service users with disabilities.
- Ensure that the Carlow College, St. Patrick's [Equality Policy](#) applies to all aspects of the learner and staff experience and welfare.
- Ensure that bullying, harassment or discrimination are not tolerated in any circumstance.

Mission Statement

In the shared enterprise of education, through teaching, learning, practice placement and research activity, Carlow College, St. Patrick's prizes excellence in all it does and endeavours to respond creatively to the changing needs of its learners, of potential employers and of society.

Vision

Carlow College, St. Patrick's will educate, engage and inspire its learners through the provision of transformational learning and teaching experiences; it will enable a diverse learner and graduate

population to achieve their academic and career potential and enable them to contribute to the ethical development of society at local, national and global levels.

Our core values are:

Truth and Integrity – We aim to create a research-led teaching and learning environment that is interdisciplinary in nature that inspires openness to new ideas and critical thinking and that is ethical in practice.

Respect and Justice – We recognise the diversity of our college community and seek to promote actively a spirit of inclusiveness, mutual respect and equality of opportunity and access.

Collaboration and Social Awareness – By creating opportunities to work together, both internally and externally, we believe that collaboration and partnership can best contribute to the ethical development of local, national and global communities and society.

Friendliness and Service – We are committed to maintaining a hospitable, learner-centred environment that recognises each learner's individual learning journey, and that promotes, values and supports their personal, social and cultural development.

Creativity and Innovation – We believe that learning is about being open to new ideas and possibilities both in what we learn and how we learn. We are committed to being an educational space which promotes creativity and innovation as a way of responding to the contemporary world.

For information on our Governance and Organisation chart, please visit: [College Governance](#)

For information about Carlow College, St. Patricks, please visit: [About Carlow College](#)

Role Information

Role Overview

The core responsibility of the Placement Coordinator is to oversee the professional practice component of the degree programme. The Placement Coordinator is responsible for the overall organisation, monitoring and assessment of student practice placements. They work closely with the Programme Director and Practice Education Team in maintaining a list of approved placements and acts as the key contact point for practice related issues.

The successful candidate will also contribute to undergraduate teaching and related activities on the BA and BA (Hons) Applied Social Studies in Professional Social Care programmes. The successful candidate will also be expected to supervise some undergraduate dissertations.

Reporting Line

The Placement Coordinator will report directly to the Vice President for Academic Affairs and Registrar.

Key Responsibilities include:

General:

- Responsible for the management and coordination of all Social Care student placements.
- Participate and engage in all College events and activities such as induction and open days.
- Represent and participate in all relevant committees relating to practice placement and regulatory authorities.
- Review and Develop appropriate modules where applicable.
- Provide onsite delivery of teaching.
- Implement teaching and learning initiatives.
- Set and correct appropriate assignments and terminal written examination papers for each module.



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- Assist with relevant aspects of academic administration at module and programme level.
- Provide student consultation and feedback in a timely manner
- Setting assignments and terminal written examination papers
- Correcting assignments and marking examination scripts within the required timeline
- Working with other members of staff in a collaborative manner
- Membership of relevant boards and committees contributing to the planning and promotion of college academic programmes
- As a member of the PPAC (Practice Placement Advisory Committee) the appointee will:
 - Assist students to identify appropriate placements in relation to their professional training and in accordance with external bodies and QQI / CORU requirements.
 - Prepare students for all placements i.e. hold group training sessions and individual training sessions.
 - Regularly visit potential or new placement providers when directed in order to expand the range of placements for students.
 - Promote and adhere to all policies, procedures and guidelines associated with placements.
 - Work collaboratively with teams and students to ensure that work placements are appropriate and fulfil all regulatory and College guidelines.
 - Collaboratively work with Academic / Lecturing staff and other relevant departments and functions to determine work placement and experience needs of students.
 - Evaluate in collaboration with relevant departments and functions as to the appropriateness of work experience placement and make any necessary changes.
 - Annually review and update placement documentation in liaison with Programme Director.
 - Manage workload in a timely manner, reporting regularly to the Programme Director and Head of Academic Delivery on same.
 - Regularly communicate with all students on placement to ensure all learning requirements are met and respond promptly to any issues that may arise.
- Maintaining knowledge and updating within their areas of expertise.
- Active participation of Moodle and application of Moodle features.
- Provide training to agencies and placement agencies if and when required.
- Contribute to the compilation of written evaluations of placements and report to the Programme Director
- Represent and participate in all relevant committees relating to practice placement and regulatory authorities.
- Working collaboratively with the Social Care team and other relevant departments and functions, develop policies and procedures relating to the Social Care programme and placements.
- Contribute to tutoring and assessment as required.
- Work collaboratively as part of the Social Care team and engage in and contribute positively to work related activities within the programme where applicable.
- Actively engage in all training and CPD requirements associated with the role.
- Work collaboratively with regulatory departments and functions such as Human Resources, Data Protection, IT and Quality Assurance in applying all policies, procedures, processes and guidelines.
- Provide dissertation supervision.

Working with students:

- Meet with learners on a one-to-one basis prior to placement, assisting them to secure a placement in an appropriate social care setting in accordance with QQI and CORU requirements and college policies.
- Provide support to learners in relation to personal or professional issues that may arise in relation to placement.
- Regularly communicate with all students on placement to ensure all learning requirements are met and respond promptly to any issues that may arise.



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- Ensure that all students are Garda vetted and have the appropriate documentation for their placement as appropriate.
- Contribute to Lecturing and Dissertation supervision in line with overall workload allocation"

Working with Placement Agencies:

- Facilitate the establishment of practice learning agreements prior to student commencement at the placement site.
- Ensuring placement agencies are equipped to facilitate the linking of theory and professional practice and are able to support the achievement of the standards of proficiency (CORU Standards of Proficiency for Social Care Workers 2017)
- Monitoring and maintaining a register of approved practice settings for learners to utilise and actively seek and establish new placement opportunities for students.
- Manage and prepare Memorandums of Understanding with Placement agencies where required.
- Communicate and liaise with placement providers in respect of all aspects of placement
- Assess and approve placement application learning agreements between students and placement agencies and efficiently manage and coordinate the associated placement administration.
- Provide for the training of Field Practice Education if and when required.

This job description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

Qualifications

- Minimum level 9 qualification in a relevant discipline.
- Be registered (or have applied for registration) with the Social Care Workers Registration Board (CORU).
- A postgraduate qualification in higher education is desirable.
- Having training and professional CPD qualifications in social care is desirable.

Experience:

- Third level teaching experience in Social Care in particular creativity in a social care context
- Experience in delivering modules via on line platforms
- Application of relevant theory to Social Care practice settings
- Proven knowledge of an array of learning support strategies
- Strong knowledge of the assessment requirements of academic programmes in a higher education context
- Proven experience of record-keeping and report writing

Skills & Competencies

The candidate must have proficient knowledge in the following areas:

- Exhibit an interest and competence in the pedagogical issues relating to the teaching of professional social care and community work to students.
- Be familiar with the CORU regulatory system and the standards of proficiency for social care work.
- Exhibit competence in ICT skills of relevance to teaching, learning, research and related administration at third level.
- Excellent interpersonal and communication (written and verbal, presentation) skills.
- Work accurately and thoroughly, and exhibit the ability to monitor work for quality.
- Collaborate and work effectively with all functions and departments within the College.
- Have demonstrable high level teamwork, interpersonal, organisational and administrative skills.
- Positively contribute to continuous improvement initiatives and adhere to policies and procedures.



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Application Requirements

Candidates should submit their C.V. and covering letter specifically outlining how their qualifications and experience fits the requirements of the role to hr@carlowcollege.ie

*Please note that as part of Carlow College, St. Patrick's recruitment policy, all offers of employment are subject to two satisfactory employment reference checks and evidence of qualifications. This role requires that any offers are made subject to the successful applicant undergoing Garda vetting. This role will also require the successful candidate to submit copies of their qualifications.

This role is subject to the Probationary period outlined in the Colleges [Probation Policy](#).

Personal data will be processed in accordance with our [Privacy Notice for Employees](#).

Carlow College is an equal opportunities employer.

Handwritten CV's and forms will not be accepted. No late applications will be accepted.

Benefits available through the College

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| • Maternity/Adoptive Leave contribution | • Time Off in Lieu (TOIL) |
| • Paternity Leave contribution | • Professional Membership Fees |
| • Parental and Parent's Leave | • Educational Assistance |
| • 40 days Annual Leave | • PRSA Scheme |
| • College Days | • Taxsaver |
| • Sick Leave contribution | • Bike to Work Scheme |
| • Bereavement and Compassionate Leave | • Microsoft Home User Package (MHUP) |
| • Study and Exam Leave | • Employee Assistance Programme |
| • Conferring Leave | • Flexi-Time (PSS) |
| • Onsite Parking | • Hybrid Working (subject to role) |
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