# Media Facilitator

**This role can be merged with the Music Facilitator vacancy to create a full time post for the right candidate. Please apply to both posts separately if you are interested in the joint role.**

## The Role

The purpose of this role is to:

- Work closely with teaching staff to ensure students receive high quality support in Creative Media which will lead to outstanding outcomes above sector norms.
- Assist in the development and delivery of the media pathways at level 3 through small group workshops and demonstrations using specific media facilities and techniques in graphic design, photography, lighting, film production and video editing, audio recording and editing, animation, and live streaming.
- Ensure that learning environments, equipment and resources are organised and prepared for sessions in a timely manner.
- Maintain and order resources/equipment as required for the delivery of the curriculum in media. Such as tripods, DSLR and video cameras, lenses, lighting, audio equipment, data transfer/backup, graphics tablets etc.
- Assist staff and students in creating ambitious creative projects.

## Main Duties and Responsibilities

The successful applicant will be expected to:

- Work with teaching staff to provide learning support for individuals and/or small groups of learners for media sessions.
- Support learners with a range of learning difficulties and disabilities and assisting with stretch and challenge activities.
- Be proactive in the day to day running of the media department.
- To deliver small group activities and support under the direction of the tutor.
- Support vocational trips/work experience through helping to source and contact suitable destinations, organise activities for students and attend trips.
- Support creative department events and exhibitions of students work through organizational support and attending events.
- Provide temporary lesson cover for media sessions if required.
- Know and abide by the health and safety rules within the College and company premises and be aware of good practice within the working environment
- Undertake various other duties relating to creative media initiatives as directed by the Senior Team.

**Other Corporate Responsibilities**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.*

| **General Details** | |
|---|---|
| **Job Title** | **Media Facilitator** |
| **Vacancy Number** | |
| **Department** | **Creative** |
| **Reporting to** | **Learner Manager Creative and Music** |
| **Responsible for** | **No direct reports** |
| **Place of work** | **Haybridge Campus** |
| **Tenure** | **Permanent** |
| **Hours/FTE** | **22.2 hours 0.6 FTE** |
| **Salary** | **£10,948.27** |
| **DBS** | **Enhanced** |

Interviews will be held once we have a suitable number of applications, so please apply early for this position.

## PERSON SPECIFICATION

| | Essential | Desirable | Evidence |
|---|---|---|---|
| **1.** GCSE Grade A*-C in English and Maths or equivalent | | ✓ | A/C |
| **2.** Higher level creative media qualification (degree/HND etc.) or significant experience of working in the creative industry in a media related role | ✓ | | A/C |
| **3.** Experience of supporting young people in an education setting/ classroom or vocational environment | ✓ | | A/I |
| **4.** Teaching assistant or teacher training qualification or working towards (Level 2 Award, Level 3 Diploma, Cert Ed. PGCE, Petals etc.) | | ✓ | A/I |
| **5.** A working knowledge of digital SLR cameras and photography techniques and terminology | ✓ | | A/I/P/T |
| **6.** A working knowledge of lighting equipment, techniques, and terminology | | ✓ | A/I/P/T |
| **7.** A working knowledge of adobe creative cloud suite (Photoshop, Premier Pro, Illustrator, After Effects) | ✓ | | A/I/P/T |
| **8.** A working knowledge of video cameras, filming techniques and terminology | ✓ | | A/I/P/T |
| **9.** A working knowledge of audio equipment and production | | ✓ | A/I/P/T |
| **10.** The ability to motivate, inspire and support learners to achieve | ✓ | | I |
| **11**. To be adaptable to the differing needs of staff and students and be proactive in supporting them | ✓ | | I |
| **12.** First Aid Training | | ✓ | A/C |

Evidence Key

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|---|---|---|---|---|---|---|---|---|---|---|---|
| A = | Application | I = | Interview | R = | References | T = | Test | P = | Presentation | C = | Certificate |

## ADDITIONAL INFORMATION

### Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### Location

The postholder will be required to carry out their duties on the College premises.