



Candidate brief for the position of:

Media Technician

Bullers Wood Multi Academy Trust

Application Deadline: Monday, 1st July 2019 – 9.00am





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Dear Applicant

Thank you for expressing an interest in the post of Media Technician at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

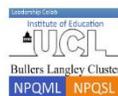
If you have any questions, please contact Gill Newton, HR Manager on 0208 467 2280 ext 359 or email gnewton@bwsgirls.org

We very much hope to receive your application.

Yours sincerely

B Greene
Executive Headteacher

q u o d p o t e s t e n t a



Overview

The position reports to the Head of Media.

Person Specification

The successful applicant is likely to demonstrate the following qualities/skills:

- Good working knowledge of Windows and MS Office Products
- Good working knowledge of Adobe Creative Suite, with a particular focus on Premier Pro, Illustrator and Photoshop
- Excellent interpersonal, communication and organisational skills
- Be willing to undertake training/professional development
- Have the ability to work to deadlines and under pressure
- Be calm under pressure
- Experience of working with young people ideally in an education setting
- Demonstrate a willingness to work as part of a team as well as the ability to work on your own.
- Be sympathetic to the ethos of the school

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

Hours of Duty: 36 hours per week Monday to Friday (including 50 minutes unpaid lunch break each day). There may be a need to work additional hours at peak times and thus flexibility is required.

Contract: 37 weeks per annum - term time.

Holiday: To be taken during school holidays.

Core purpose:

To assist the Media Department with technical support as required. To provide technical support to other subject areas and whole school events as required. To create promotional and marketing materials for the school.

Duties include the following:

Technical support for Media Department

- Provide technical support for all media students and staff for the delivery and application of equipment and software
- Backing up Media computers on the network on a regular basis.

- Be responsible for the register of loaned equipment, chasing students for return of items as appropriate.
- Film school productions and events as required
- Assist with the BBC School Report scheme
- Train students to become Media Leaders to support with creating promotional material for the school
- Provide technical support for media clubs and extra-curricular events
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

In class support

- Support and supervise students with their independent learning
- Occasional cover/ supervision of Media classes if teacher is absent
- Establish constructive relationships with students and interact with them according to their individual needs
- Promote the inclusion and acceptance of all students, ensuring equal access to opportunities to learn and develop
- Provide general care and welfare and assist in maintaining a safe environment.
- Evaluate students' learning and progress and verbally feed back to the class teacher.
- In conjunction with the class teacher, promote good behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Take part in meetings and discussions on specified students as required

Technical support for other subject areas and wider school

- Provide technical support for other subject areas as required
- Organise a booking system/diary to ensure needs are met efficiently
- Be aware of and comply with school policies and procedures
- Be particularly mindful of procedures relating to child protection, health and safety, behaviour management, and data protection, reporting all concerns to an appropriate person
- Observe confidentiality as appropriate, mindful of specific exceptions for example with regard to child protection
- Contribute to the overall ethos and aims of the school
- To attend rehearsals to obtain clips and pictures that can be used in the show and programmes

Marketing and publicity

- To film and/or create promotional materials for school website and marketing purposes
- To keep school website and twitter feeds updated with recent events and promotional materials

Other



- Provide administrative support as required
- Organise the display of students' work and promotional material
- Attend and participate in relevant meetings as required including Open Evenings
- Attend appropriate Inset and external training.
- Invigilate examinations and tests
- Undertake any other duties or training as required by the Headteacher/Deputy Headteachers/Line Manager (or her /his representative) commensurate with the general level of responsibilities of the post.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

The salary for this position is in the range of £23482 – 25572 FTE. Based on 36 hours per week over 37 weeks the pro rata salary for this post is £18673.45 - £20335.47 per annum dependent upon skills and experience.

The annualised salary is paid in 12 monthly instalments.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email *Gill Newton, Human Resources Manager, on ext 359 or gnewton@bwsgirls.org*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Gill Newton
Human Resources Manager
Bullers Wood School

St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

gnewton@bwsgirls.org

Please send your application by Monday, 1st July 2019– 9am.

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



