



Job Title:	Digital Media Technician
Job Family:	Specialist and Technical
Line Manager:	Head of Media
Indirectly Reporting to:	Assistant Principal
Band:	Band 2 – Vocational Supporting roles within an area of responsibility and requiring a level of specialist skill/ knowledge. May assist professional staff/ management within their area of work.
Hours:	37.5 per week. Term Time Only

Job Purpose:

- Provide a comprehensive programme of knowledge, skills and assessment of competence to students and staff in the use of photography, audio visual, sound, lighting and computer equipment.
- Provide support for bespoke courses and develop appropriate teaching resources.
- Provide support with the academy marketing and communication strategy across social media, online, audio visual and print platforms.

Responsibilities:

- Provide skilled assistance and guidance to students and staff in media production software and equipment
- Provide administrative and technical support for media teaching and learning and develop appropriate teaching resources.
- Managing, maintaining and operating audio/visual equipment throughout the school and training students and staff in its use.
- Experience of Adobe Creative suite packages such as Photoshop, PremierePro, Indesign or similar packages.
- Responsibility for the public digital signage displays around the school
- Management and oversight of the academy's promotion and communication including the use of social media and website
- Development of academy promotional and marketing materials, including print and audio-visual production in line with United Learning brand guidelines
- Working closely with the school leadership maintaining and updating the academy's website
- Providing support for ICT-related issues
- Management and responsibility for the accuracy and upkeep of school's asset management system ensuring up-to-date inventories of hardware, software and ICT resources are maintained, following up any issues that may arise, disseminating information to staff and making sure equipment is disposed of in line with academy policies
- Liaising with the relevant school leaders for the purchase of ICT, AV and Media resources
- Other media technical and administrative duties as required

Links:

- To work with school leaders and your line manager to ensure technical needs are met
- To maintain good communications and working relationships with staff at all levels, ensuring their technical service needs are met promptly and efficiently
- To attend United Learning, Academy and team meetings, CPD and professional development as required

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

Digital Media Technician Person Specification

Criteria	Essential	Desirable
Education & Qualifications:		
• Degree level or equivalent in relevant subject.		✓
• Evidence of further related training or interest		✓
• GCSE Grade C or above in English and Maths	✓	
Previous Experience:		
• Working with a range of New Media Technologies	✓	
• Video, Audio and Media production, including editing	✓	
• Photography	✓	
• Storyboard layouts	✓	
• Adobe Master Collection software	✓	
• Windows and Mac OS	✓	
Skills & Competencies		
• Good numeracy/literacy/ICT skills	✓	
• Good communication skills	✓	
• Good organisational skills	✓	
• Ability to relate well to children and adults	✓	
• Ability to work independently	✓	
• Good sense of humour	✓	
• Ability to work constructively as part of a team, follow instructions, understand classroom roles and responsibilities and own position with these roles	✓	
• Ability to share knowledge	✓	
• Willingness to support students in all activities	✓	
• Willingness to undertake training courses	✓	
• Self-motivated	✓	