

APPLICATION PACK

Media and Film Intern

June 2024

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Please refer to all the documents listed above prior to completing your Application Form



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

About Priestley College

Priestley College is a founder member of The Challenge Academy Trust (TCAT) which currently consists of 9 schools and the College, working together to deliver a cohesive education pathway from primary through to sixth form.

We are an inclusive college with a consistent record of high achievement. We offer around 70 A-Level and Vocational courses and we are a college of several firsts.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

In September 2020, Priestley was chosen to be among the first tranche of colleges to provide T-Levels. In the same year our rugby academy became the first in the UK to receive 'dual status' as both boys and girls were excelling.

In its most recent OFSTED report the College was praised by inspectors who said 'teachers ensure students develop the skills and knowledge they need to be successful in their qualifications and in their working life'.

In 2021 Priestley retained its matrix accreditation after an inspection found the quality of advice and guidance it provided met the internationally-recognised standard.

There are now over 2000 students at Priestley with the latest investment a £1.5M technology centre that boasts more than 200 computers. The Crescent Building has also been extended to provide extra café and study space whilst the Performing Arts facilities have been modernised. More than £15M has been invested in the campus since 1999 on projects including the Learning Resource Centre and an all-weather sports pitch.

Priestley's growth in numbers has also gone hand in hand with increasing the range and scope of provision as well as significant improvements in quality.

By responding to student demand and national curriculum development, we have been able to broaden the choice by offering new curriculum lines.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

The College's goal will always be to inspire, challenge and support its students to ensure they reach their full potential.



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About the Post and How to Apply

Media and Film Intern

Responsible to: The Faculty Lead (Media)

Post Details: Hours to be confirmed, temporary until July 2025

Start Date: 22nd August (start of the 2024/25 academic year), subject to successful pre-employment checks including an enhanced DBS check *or a check against the DBS Update Service if registered*

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Salary: National Minimum Wage

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon on Monday 27th May 2024

Interviews: It is anticipated that interviews will be held as soon as possible after the closing date

How to Apply:

The application form is in word format and ***should be downloaded to your pc and saved***, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to: **HR Department, Priestley College Loushers Lane, Warrington WA4 6RD**. Incomplete applications will not be accepted.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and

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for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

Job Description: Media & Film Internship

Responsible to: The Faculty Lead (Media)

Job Description: The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students.

Job Purpose:

This Job Description gives an indication of tasks to be performed within a specific area.

Duties and Responsibilities:

- Assist/Facilitate students during practical and film work; set out materials and troubleshoot any issues with equipment and software such as Adobe Premier
- Support staff in lessons when production work is being undertaken
- Demonstrate equipment and software to students when required in lessons
- Ensure teaching rooms and radio studio, and other related areas, are kept tidy with materials and equipment stored
- Administer a booking out system for all audio and audio visual resources; and for the radio studio
- Encourage all users to work safely in these areas, ensure Health and Safety regulations are adhered to and maintain security of these areas if necessary
- Ordering of goods and materials where authorised within the Faculty budget
- Assist in the update of all equipment and complete a stock-take annually
- Assist in the maintenance and improvement of resources, including classroom, photocopying and 'how to' guides
- Assist staff with extra-curricular media production work
- Assist staff with preparation for open evenings and Welcome Days

OTHER

- To carry out all other duties that are in accordance with the purpose and grade of the post as may be reasonably required by the Business and Operations Manager
- Support for cross College events where necessary

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Person Specification: Media and Film Intern

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

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the College
- Priestley College's mission statement

| | Essential | Desirable | Identified by |
|---|-----------|-----------|---------------|
| Relevant Experience | | | |
| Experience of Adobe Photoshop and Premier | ✓ | | |
| Experience of Quark | | ✓ | |
| Experience of Radio Broadcasting | | ✓ | |
| Experience of creating and producing media products | ✓ | | |
| Education and Training | | | |
| Good standard of education | ✓ | | |
| Qualifications in Media/Film | ✓ | | Application |
| First Aid Qualification | | ✓ | Interview |
| Knowledge and Abilities | | | References |
| Ability to assist in the demonstration of the use of standard equipment to small groups of students | ✓ | | Certificates |
| Ability to assist in the demonstration of the basics of software packages | ✓ | | |
| Ability to work to deadlines and to prioritise tasks | ✓ | | |
| Ability to troubleshoot technical problems | ✓ | | |
| Good organisational, administrative and presentation skills | ✓ | | |
| Personal Qualities | | | |
| Excellent communication skills | ✓ | | |
| Enthusiasm | ✓ | | |
| Flexible approach to work | ✓ | | |
| Ability to work with colleagues at a variety of levels including other technical support colleagues | ✓ | | |
| Ability to work independently or as part of a team | ✓ | | |
| Be responsible (for media equipment in the Curriculum Area) | ✓ | | |



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| Safeguarding | | | |
|--|---|--|-----------------|
| Requirement to apply for an Enhanced Disclosure and Barring Service check and produce a DBS certificate (or produce a DBS certificate if registered for the Update Service). | ✓ | | DBS Certificate |