JOB DESCRIPTION

Job Title: **Media Technician - Media & Film Studies**

Grade: **Support Staff Grade 3**

Line Manager: **Senior Curriculum Manager - Media & Film Studies**

The Media and Film Studies department has 500 students with 10 members of teaching staff, two technicians and runs both A Level courses in Media Studies and Film Studies as well as Level 3 vocational courses in Media.

1.   Job Purpose

1.1   The primary function of this role is to support the Senior Media Technician and the Media and Film department in the daily efficient operation of its technical support. This is to aid the smooth delivery of lessons and practical work through the organisation, maintenance and use of facilities and resources resulting in a safe and productive environment for staff and students.

1.2   The Media Technician - Media and Film will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

2.   Key Responsibilities

2.1   Supervision of equipment and machinery.

- To effectively maintain the daily efficient operation of technical support within the Curriculum Area under the supervision and instruction of the Senior Media Technician.
- To help supervise stock management and loan of equipment.
- To ensure all areas are prepared and ready for use at the beginning of each day.
- Support staff in ensuring that all areas are used properly and are secure at all times, including ensuring that classroom/teaching areas are safe and secure at the end of each day including ensuring that computers and screens are all shut down.
- To ensure the safe working of equipment and to troubleshoot should problems arise.
- To repair defective equipment (or arrange repair or replacement) as soon as possible.

2.2   IT Skills

- There are 6 classrooms which are taught in almost every period, plus an IT Suite equipped with 24 PCs for students to use during class time and in their free study periods, an Edit Suite equipped with 23 PCs and a Studio Suite of 3 interlinked studio spaces, including audio studio. Two of the classrooms are equipped with 24 PCs for students to use during class time and we have 2 sets of Chromebooks for student use.

- To facilitate staff and students in undertaking safe working practices in the use of audio/visual and IT equipment.
- To support staff and students in the development of skills relating to the effective use of audio/visual and other equipment.
- To offer ongoing support and technical advice to students undertaking coursework and other projects.

2.3 Resources

- Teaching and department resources are regularly designed and updated.
- To help maintain and update the 'Technet' online resources for the Curriculum Area.
- Design, update and organise displays in the classrooms and other spaces, in order to promote the department and student achievements.
- To take a proactive approach to developments in technology, keeping the Senior Media Technician appraised, in order to help with resource planning and procurement.

2.4 Delivery of Tutorials

- To support staff and students, via the delivery of tutorials, in the development of skills relating to the effective use of software including Adobe CC suite, classroom audio-visual equipment, DSLR still and video cameras and accessories.
- Familiarity with the Google Suite and ability to create resources using this software.

2.5 Other

- Facilitate extra-curricular workshops when required in order to raise awareness of new techniques that may support student achievements.
- Support the planning and delivery of a series of annual College events, including Awards Evening and open days and evenings.
- To provide administrative support as and when required to include ordering and monitoring of the department's equipment and stationery supplies.
- General housekeeping, answering telephone, and to be adaptable to job requirements.
- To liaise with other areas of the college, such as caretakers, in order to report building issues.
- Any other reasonable duties that may be required to support the effective running of the Media and Film department or the wider College.
- To comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations, reporting all concerns to the appropriate person.

Knowledge, Skills and Experience	Essential/Desirable
1. A high standard of written English in order to accurately present departmental data.	Essential
2. Excellent IT skills including Google software, Adobe Creative Suite and Premiere Pro, classroom audio-visual equipment, DSLR still and video cameras and accessories.	Essential
3. Good organisational and time management skills with an ability to work to deadlines and prioritise demands.	Essential
4. Confident interpersonal and communication skills, with the ability to communicate to both students, staff and external companies.	Essential
5. Ability to work independently and use own initiative.	Essential
6. Ability to work as part of a team and demonstrate a flexible approach to work.	Essential
7. Experience of managing resources and stock ordering, with the confidence to escalate any concerns to management.	Essential
8. A clear understanding of staff's role in safeguarding students.	Desirable
9. Good knowledge and understanding of health & safety regulations relating to departmental activities.	Essential
10. Discretion and confidentiality with sensitive issues shared within the department.	Essential