**POST:**  **Communication and Digital Media Technician**

**SALARY: Grade 8**

**ACCOUNTABLE TO: Assistant Headteacher, Personal Development, Arts, Partnerships, Communication & Marketing**

**HOURS OF DUTY:** 37 hours per week, term time plus 4 weeks during periods of school closure worked in accordance with service requirements (to include GCSE/BTEC exam results day (August).

Attendance at occasional evening events will be required, e.g. Open Evening, production week, community liaison events, rewards and presentation evenings as directed by the Headteacher.

**ANY SPECIAL CONDITIONS OF SERVICE:** Annual leave must be taken during periods of school closure.

**PURPOSE OF THE JOB: To create content for the website and manage our expanding social media platforms. Produce high-quality products in a range of digital media, including short films for internal digital display, website, and external broadcast. Use computer-aided design to produce bespoke publications, student reward and promotional material such as flyers, posters, banners, postcards, and certificates. Provide first-line digital and media support to staff and students.**

**SPECIFIC RESPONSIBILITIES**

* Ensure that the school website meets statutory requirements and is continuously updated to promote The Derby High School
* Produce qualityvideography which promotes The Derby High School and supports teaching and learning
* Produce bespoke, continuously changing, footage for internal screens
* Design and produce promotional and student reward material such as flyers, posters, banners, postcards, and certificates
* Use computer-aided design to produce bespoke student and teacher planners, and investigate digital alternatives
* Support and coach students in their development skills as requested by Assistant Headteacher responsible for Personal Development. This will include working will student technician teams, school broadcasting and newspaper teams
* Maintain The Derby Diploma website to market the school enrichment offer
* Play a significant part in the development and organisation of any community events
* Attend events out of hours when required and develop excellent links with key personnel
* Take responsibility for the daily running and upkeep of the Arts classrooms, Hall, and performance spaces, to ensure that all are prepared ready for presentations, teaching or rehearsals to take place
* Check outgoing and incoming equipment for damages or malfunctions
* Perform preventative maintenance and cleaning on audio-visual equipment and minor repairs equipment as needed
* Provide instruction to staff and students in regard to audio-visual equipment operation; sets up audio-visual equipment according to needs of requesting person(s)
* Set up and run the sound, lighting and media equipment for school productions, presentation events and performances
* Liaise with external suppliers and contractors to hire suitable props/equipment for productions, performances whole school events
* Prepare the hall/studios for use by teaching staff and internal and external bookings, in order that practitioners using the space find it ready for use straight away
* Support Summer School and activities which run during school holidays
* Attend GCSE Results Day to support and produce digital content for internal and external use
* Accompany visits, field trips and residentials where appropriate
* Provide additional opportunities for parents and the wider community to engage actively with the school in relation to aspects of the role
* Provide technical support to primary partners or other community groups as requested by Assistant Headteacher responsible for Community Partnerships
* Complete the necessary health and safety checks for the hall/studios to operate as working venues
* Offer technical digital and media support during school teaching hours
* Record and catalogue all school moving and still image footage including GCSE/ BTEC examination work (to include the Arts, PE and Technology, and KS3 practical performance work
* Contribute to the annual Arts exhibitions, sports day, experience week and project days
* Organise, take and sell school photographs
* First point of contact for the theatre companies and visiting production companies who need to set up equipment in the hall, studio, external venues or other classroom spaces
* Undertake a termly inventory of the stock within the whole school Digital Media and Expressive Arts areas
* Ensure that hall / stage equipment meets the required national standards for health and safety and initiating regular mandatory checks of equipment
* Monitor changes and developments with technology and ensure that equipment is kept up to date
* Attend relevant courses to assist in the running of Digital and Media, lighting and sound
* Follow relevant Health and Safety procedures and raise awareness among staff, students, and other users. To ensure training is up to date
* Ensure basic safety checks are carried out and upkeep of maintenance register
* Awareness of design costs
* Any other reasonable tasks of equivalent nature involving work related to the care and welfare of pupils and the efficient functioning of the school
* Any other related duties as reasonably requested by the Headteacher

**OTHER DUTIES**

* Awareness and support of Whole School Policies
* Awareness and support of Data Protection Issues
* Participation in training in other learning activities including sharing of good practice and participation in internal training sessions
* Provide training in the use of digital technology
* Willingness to undertake appointed person certificate in first aid administration in order to provide First-Aid

**All members of staff are expected to be smartly and professionally attired. The school operates a non-smoking policy**

PERSON SPECIFICATION

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of The Derby High School and be committed to the values and ethos at the heart of The Derby High School.

**Qualifications**

* Hold a relevant qualification in Digital Media
* Degree or equivalent (Desirable)
* Possess excellent educational qualifications including GCSEs (or equivalent) at C or above including English and Mathematics, or an alternative Level 2 qualification in Literacy and Numeracy
* Evidence of continuous professional development

**Experience**

The person we are seeking to appoint is likely to have:

* Previous successful experience of working in a relevant post in the field of digital media.
* Proven track record providing technical expertise in a working environment including web design and development, film making, editing and digital photography.
* Experience of working in an educational setting
* Experience of working with young people – 1-2-1, small groups or supporting in a classroom setting
* Knowledge and understanding of safeguarding procedures including Keeping Children Safe in Education
* Experience of working with parents/carers

**Skills and qualities**

* Possess excellent Digital Media and ICT skills
* Proficient in the use of Adobe Cloud
* Have a genuine liking for young people
* Be kind, caring, inclusive and able to form good relationships with young people and colleagues
* Possess patience, resilience, tolerance and an understanding of the difficulties young people may encounter with school and home life
* Be keen to play a part in the further development of The Derby High School
* Show a personal commitment to safeguarding and promoting the welfare and rights of young people
* Possess excellent organisational and time management skills to manage conflicting deadlines and meet deadlines
* Possess an ability to work independently and manage projects, demonstrating initiative and creativity to develop a range of options/alternatives to support students
* Be capable of prioritising and working on own initiative
* Be receptive to new ideas, approaches and challenges displaying a ‘can do’ attitude
* Be able to promote a positive ethos and act as a role model
* Be resilient and able to resolve problems in sometimes stressful situations
* To show sensitivity and objectivity in dealing with confidential issues
* Be prepared to share good practice
* Be a good member of a team, respectful of the needs of others and demonstrate strong collegiality
* Possess ambition and a desire to develop professionally
* Be keen to contribute to all areas of the life of the school
* Possess excellent communication and interpersonal skills with an ability to display tact and diplomacy in difficult and sensitive situations
* Have a passion for learning
* Exhibit a high level of professionalism in all aspects of their work
* Have a good record of health and attendance
* Have a driving licence (desirable)

# Safer Recruitment

The Derby High School has clear policies with regard to safeguarding pupils. All staff appointed to the school will need to demonstrate their suitability to work safely with young people.

**Please note**

All members of staff are expected to be smartly and professionally attired. Details are specified in the Staff Guidance document.

The school operates a no smoking policy.