

CONTRACTUAL COMMITMENT & WORK CONTEXT

Multi-Media Specialist

Reports to: Head Teacher and computing lead

Contract: Part time 3 days per week (or negotiable number of hours) Term Time Only

Pay Scale: Grade 6 Pt. 9-16, for appropriately qualified and experience candidate

Line manages and/or reviews: N/A

Contacts: All school staff; school governors; pupils aged 2-19 in the school base and on the wards; parents/ carers and siblings; other professionals supporting the child and the family in the hospital setting and beyond; work placement students; supply staff; visitors.

Purpose of the post:

1. To project manage the development of multi-media technology in the school, supported and guided by the Headteacher, the Deputy Headteacher, the Computing Lead Teacher and IT Consultant.
2. To support the computing lead in the development of blended learning in the school.
3. To manage the school website, (with option of starting afresh) in line with current trends providing highly engaging multimedia user content for a range of target audiences including audio, video and photography.
4. To manage the school's social media presence. Maintaining the profile of the school and supporting positive professional relationships with stakeholders and partner organisations.
5. To manage the planning, coordination and content creation of the school's digital and print media.
6. To manage marketing communications including newsletters, exemplification books and other publications and promotional materials.
7. To plan and deliver multi-media related training to school staff.

Financial Responsibilities: Please see School's Financial Procedures.

Security Checks:

Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are unsuccessful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

JOB DESCRIPTION

Multi-Media Specialist

March 2021

Responsibilities of the post:

General

Contribute to whole school ethos by:

1. Acting as a role model for staff, pupils and others by implementing the school's core values and abiding by the school and LA Code of Conduct, which emphasises treating all those who work or participate in the life of the school with respect.
2. Adopting a solution-focused approach in all areas of school life so that the school can deliver its education aims
3. Following the appropriate protocols for resolving conflict (e.g. Behaviour Management Guidelines, Staff Code of Conduct, Respect at Work and Grievance Procedure) and ensuring the health and safety of pupils, staff and the public (e.g. Child Protection Procedures, Occupational Health protocols, Health and Safety Policy).

Support for whole school

The postholder will

- Project manage whole school development related to multi-media technology
- Liaise with IT Consultants in order to develop and manage an efficient and effective multi-media resource service, ensuring timely maintenance and renewal of equipment and update of software as appropriate.
- Be responsible for the inventory of multi-media hardware and software.
- Manage the school website, ensuring it remains relevant and up-to-date.
- Manage the school's social media presence, including liaison with the Hospital comms team as appropriate.
- Be responsible for the design and publication of school publicity, including plan for, source and collate information and photographs from the staff and students
- Contribute to effective communication between across school; between the school and other agencies / professionals working with pupils and their families.
- Participate in personal training and other learning activities as required.
- Recognise own strengths and areas of specialist expertise and contribute to staff induction and development by cascading expertise as part appropriate.
- Attend and participate in staff meetings
- Represent the school in outside forums such as the BETT Show and at NAHE conferences.

Support for Teachers

The postholder will

- Organise and manage the school's Multi-Media Service, which includes all IT equipment and any centrally held IT software and their licences.
- Plan and deliver multimedia training to staff, including upskilling for blended learning.
- Liaise with IT consultant on any IT issues raised to achieve swift solutions.

Support for Pupils

Under the guidance of teachers, the postholder will

- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Actively signpost young people to IT resources/websites/learning platforms and special projects such as Minecraft.

Other responsibilities which may be delegated from time to time by the Headteacher

- Support recruitment, training, mentoring and/or review of HLTAs, volunteers and student teacher placements, as requested by School Business Manager or Headteacher from time to time.

Job Specification
Multi-Media Specialist

Qualifications and Training	Essential/Desirable	Assessment
<ul style="list-style-type: none"> • Very good numeracy/literacy skills – (GCSE A-C in Maths and English essential.) • Further Education / Technical qualification desirable in IT area, or significant evidence of application of self-taught IT technical skills 	<ul style="list-style-type: none"> • Essential • Essential 	Application
Experience	Essential/Desirable	Assessment
<ul style="list-style-type: none"> • Evidence of experience of fundamental knowledge and skills related to day-to-day maintenance and troubleshooting • Experience in using multi-media software such as Photoshop, Premiere Pro and InDesign to support project Work • Experience of using hardware such as SLR video camera video conferencing and or prepared to learn • Experience working in a school environment with children 	<ul style="list-style-type: none"> • Desirable • Essential • Essential • Desirable 	Application
Knowledge and Skills	Essential/Desirable	Assessment
<ul style="list-style-type: none"> • Ability to understand an organisation and analyse strengths / weakness / opportunities with a view to developing a dynamic on-site multi-media service which enhances teaching and learning across all areas of the school. • Appropriate technical knowledge and skills to use multimedia resources, with the support and guidance of the school’s expert consultant. • Ability to learn and apply new IT technical skills, following INSET from school’s IT consultant or further technical CPD. • Excellent Microsoft Office skills, including MS Teams • Be able use to at a proficient level applications commonly used in secondary education contexts. • Knowledge to support website. • Ability interrogate Management Information Systems, to prepare statistical reports on school attendance and pupil progress. • Ability to set up and manage an effective inventory system. • Ability to organise, prioritise tasks appropriately and work to deadlines. • Knowledge of health and safety issues related to school children, including e-safety. • Ability to self-evaluate performance, identify personal CPD needs and organise further training requests. • Ability to plan and deliver with IT workshops and other activities to small groups of children and young people aged 2 – 19. • Ability to plan and deliver IT training to staff related to day-to-day use of IT and software applications. • Ability to contribute technical knowledge and support to the computing lead with the design and implementation of a long-term Multi-Media Development Plan. • Ability to understand and follow school policies including Safeguarding and Data Protection 	<ul style="list-style-type: none"> • Essential • Desirable • Essential • Essential • Essential • Desirable • Essential • Essential • Essential • Essential • Desirable • Essential • Essential • Essential 	Application, Reference & Interview

Personal and Interpersonal skills <ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work collaboratively and constructively as part of a team • Be a dynamic self-starter • Ability to understand appropriate personal boundaries with children, young people, parents and other professionals in different school and hospital contexts • Strong emotional resilience and ability to manage feelings appropriate to context 	Essential/Desirable <ul style="list-style-type: none"> • Essential • Essential • Essential • Essential 	Assessment Reference & Interview
Attributes <ul style="list-style-type: none"> • Honesty and reliability • Flexibility • Solution-focused • Hard working and productive • Ability to meet deadlines • Acknowledging when you require support and asking for it in a timely manner 	Essential/Desirable <ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential 	Assessment Reference & Interview