



The Charles Kalms • Henry Ronson
Immanuel
College

HMC Independent Jewish Day School for Children aged 4-18

Academic Excellence
Expert Pastoral Care
Inspiring Jewish Education



The Independent Association
of Prep Schools

JOB DESCRIPTION

Job Description – Photography and Media Studies Technician

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

Summary of the role:	To provide support for the Photography and Media Studies Department
Line management responsibility for	n/ a
Purpose of the job:	<p>To provide a technician service to the Photography and Media Departments at Immanuel College.</p> <p>The post holder will be responsible to the Head of Department. The post holder will be responsible for the photography environment and equipment, the digital Photography and Media resources and colour digital printing; as well as Photography lighting studio; you will be required to maintain satisfactory standards of safety and security in the studio, suite, and photography office areas, and in the department use of IT, observing the Health & Safety policies and Code of Practice.</p>
Main duties and responsibilities:	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p> <ul style="list-style-type: none"> • Responsible for the repair, maintenance and modifications of all equipment and facilities within the Photography Department. • To carry out and record annual risk assessments within the department and regularly review data and to ensure all procedures are carried out safely and effectively. • To keep accurate data relating to Health & Safety and ensure that the school's Health & Safety Policies are adhered to at all times. • Responsibility to assist the curriculum staff with practical workshops and demonstrations, facilitating students on theoretical and practical aspects of their work. Responsible for Open Access / surgery sessions, for Photography and Media Studies.

	<ul style="list-style-type: none"> • Assist students with their studio shoots. • Setting up, checking and updates on a wide range of photographic equipment: hardware and software, such as the Apple Macintosh computers / laptops, printers, and studio lights. • Stock control, ordering, checking deliveries of materials, and monitoring of consumable budget. • Cataloguing all instruction manuals and other relevant data. • Maintaining and cataloguing Photography Books Library, and controlling loan system. • Liaise with departments internally and externally and students for the loan or use of equipment, material and technical information. • The recording of student work, setting up of equipment for the display of student work for examination/assessments and exhibitions internally or externally. • To assist with exhibition duties such as preparing the work, covering display boards, displaying the work, take it down and storing work, and arranging for previous students to collect work in September. • To assist with production and building of resources and worksheets, including reproduction of materials using printers and photocopiers. • Assist with teaching film/movie software during certain lessons to all age ranges. • Support teaching during lessons • Provide ad hoc support to the Media Department • To come into school for up to 10 days during the holiday periods to carry out duties such as exhibition set up, stock control, student workshops, organisational duties etc.
Expectations of the Post holder:	<ul style="list-style-type: none"> • Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the school's quality assurance procedures and systems. • Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job. • Undertake such duties as are commensurate with the responsibilities of the post, as may be reasonably required at the initial place of work or other locations in the school. • Ensure that the school policy for Equality of Opportunity is adhered to and promoted in all aspects of the post holder's work.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



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PERSON SPECIFICATION

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> GCSE Maths, English Relevant Photography qualification, up to HNC/HND, Advanced C&G or equivalent qualification. Other qualifications will be considered. 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> Degree in Photography 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Relevant experience using photography and related digital skills. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> Experience of working within an educational establishment. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • The ability to organise and schedule work in order to meet deadlines. • The ability to operate administrative procedures including stock control. • The ability to work on own initiative and as part of a team. • To develop ideas and contribute to leading the school forward. • A high degree of practical photography and Digital skills to include: <ul style="list-style-type: none"> ○ Extensive knowledge of Photoshop and iMovie ○ Good working knowledge of InDesign. ○ Good working knowledge of Final Cut Pro X and iMovie. ○ Ability to learn new skills quickly. • Ability to follow safe working practices • Excellent communication skills • Ability to approach all matters with 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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	<p>discretion and professionalism</p> <ul style="list-style-type: none"> • Ability to work on own initiative as well as part of a team • Ability to plan and coordinate • Diplomacy and presence • Confident, positive and flexible attitude 		
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An understanding of / a willingness to learn, the school's ordering/purchasing systems. • A practical knowledge of the use and maintenance of relevant electrical equipment used in the photography studios. • A good knowledge of Health and Safety legislation, and the implications for the school. • Knowledge and understanding of Immanuel College, our values and working practices • 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none"> • Knowledge and commitment to working within the framework of the College's Equality and Diversity policy 		
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Terms of employment:

- Term time only plus 10 days
- Full time salary - £18,270 per annum, pro rata for fractional hours