

Mulberry Stepney Green Maths, Computing & Science College

Job Description

Designation: Multimedia Designer and Sixth Form Study Supervisor

Department: Media Resources/Sixth Form

Reports to: SLT

Salary scale: Scale 4 Pt7 £25,412.55 Pro rata

Purpose of Job:

To provide an audio-visual support service to the school curriculum and administration.

Updating information on the school's website and Virtual learning platform.

To supervise sixth form private study, ensuring the students develop as independent learners.

Key Accountabilities, Duties and Responsibilities

As Multimedia Designer you will:

- Plan for, source and collate information and photographs from staff and students.
- Sustain a 'house style' and brand for school publications.
- Produce document templates and layout guidelines to help ensure consistency.
- Design, model, develop and produce key publications such as student brochures, prospectuses etc.
- Design and produce advertising and marketing materials, e.g., community adverts, newspaper adverts, banners.
- Proof read all documents prior to printing; particularly where multiple copies are required.
- Create, arrange and manage (where applicable) digital display materials for plasma screens on request, having due regard to appropriateness of content.
- Export and format printed displays for use on the plasma screen network.
- Conduct all social checks for visitors.
- Ensure the school and Trust websites and social media outlets promote a positive image of the school and the Trust and communicates key and relevant information to visitors, students, parents/carers and staff within an easily navigated environment.
- Keep all website content up to date and arrange regular updates, news and event information, providing dynamic and fresh content for potential website visitors.
- Adhere to web accessibility guidelines, safeguarding policy, data protection regulations to ensure best practice.
- Ensure student safety, consent and appropriate content for on-line published materials.

- Anticipate opportunities for new web or social media content, arranging photography, film or voice recording and liaising with staff to develop appropriate and timely content
- Manage and arrange an archive of photos and events made available via the website.
- Manage and arrange additional content when requested, such as job vacancy information.
- Assist with the production/commissioning of bespoke videos and presentations for specific events, such as Parents' Evenings, performances, etc.
- Create video projects for classroom and wider use.
- Take official photographs for new staff and students ID.

Key Accountabilities, Duties and Responsibilities

As Sixth Form Study Supervisor you will:

- Create a studious, purposeful learning environment in the 6th Form study areas, monitor student attendance to independent study.
- Monitor the effectiveness of independent study sessions with students and report back to teachers regarding progress or concerns
- Support the pastoral team in terms of attendance and punctuality and behaviour issues
- Be available to work from 8.00am to 4.00pm and be available for Parents/Carers Evening, events and meetings
- To develop understanding of sixth form curriculum to support students in their ambitions and in their studies.
- To liaise with parents and carers as appropriate
- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to present themselves and to act in a professional manner at all times.
- To understand and implement the schools' policies, including the safeguarding and child protection policy (Inset will be provided)
- Any other tasks deemed as reasonable from the line manager/Headteacher

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Multimedia Designer and Sixth Form Study Supervisor

Person Specification		
	ESSENTIAL	DESIRABLE
Qualified to a minimum of Level 3 qualification, a recognised relevant qualification, appropriate degree level, or equivalent experience in relevant field	✓	
A high level of knowledge and skills in ICT and experience of using a range of creative systems and software, including Adobe, for design/production of digital media products		✓
Excellent interpersonal and communication skills to deal with and manage staff, students, parents at all levels	✓	
Experience of using and updating websites and social media platforms		✓
The ability to promote the image and representation of the school		✓
The ability to prioritise own workload and to work independently and as a valued member of staff	✓	
The ability to carry out duties efficiently and effectively in an environment that requires an independent approach where there is no direct supervision, and in a way that allows for a creative outlook and the provision of solutions or responses in an innovative way	✓	
The ability to make decisions and to use initiative on a daily basis	✓	
An understanding of the necessity for maintaining strict confidentiality where appropriate	✓	
Proficient use of applications/software such as Adobe creative Suite, MS Word, Excel, MS PowerPoint, and CMS web content platforms	✓	
Excellent organisational skills to maintain effective and accurate records	✓	
Resourcefulness, enthusiasm, flexibility and the ability to work under pressure in the school environment	✓	
Commitment to the protection and safeguarding of children and young people	✓	