



eutc

elstree  
university  
technical  
college

# media & film teacher

application pack



A person is seen from the side, holding a professional video camera with a large lens and a viewfinder. They are in a dark room, possibly a studio, with some light reflecting off surfaces in the background. The person is wearing a dark shirt.

# principal's introduction

Dear candidate

Thank you for your interest in the role of FT Media and Film Teacher at Elstree UTC. This is a wonderful place to innovate, make and learn. It is also a really brilliant time to join us. Elstree University Technical College opened in September 2013. We provide core academic education alongside technical and applied learning for students aged 14 to 19, designed to help them become creative, innovative and reflective. We are also here to provide them with the necessary knowledge, skills and opportunities to be employed in the media industries, especially in Film, Television, Theatre and the associated technical trades and digital crafts which underpin this creative sector.

This is a creative college full of vitality and enthusiasm. EUTC benefits from leading industry partners including the BBC, the MOBO Awards, Apples and Snakes and our founding partner Elstree Studios (Paddington 2, The King's Speech, Star Wars, Strictly Come Dancing, Sherlock Holmes). We are also partnered by the University of Hertfordshire's School of Creative Arts (ranked in the top 40 of Creative Arts Schools in Europe).

We are on the cusp of a new season in our development and this year we began an exciting partnership with the Danes Educational Trust led by Josephine Valentine, a national leader in education. This added excellence in the delivery of outstanding core curriculum study to our existing partnerships. These links with industry leaders and specialist practitioners support us in our mission to be a centre of excellence and the national leader specialising in hands on learning for the entertainment and culture industry.

As a new college, we are still expanding and developing our curriculum. We currently have over 350 students on our role and expect to be around 500 by 2020. Our students are a credit to us and our campus is new and well resourced. Our staff are passionate and industry credible. Following a positive OfSTED report in May 2017, EUTC was judged to be good in Leadership and Management and Student Behaviour and Welfare. Students are happy here and well engaged and the college is moving with momentum into a season of further development towards outstanding.

EUTC is seeking to expand its Communications Education team with the appointment of a new Media and Film teacher. Working alongside the Head of Media and Film, the successful candidate will inspire outstanding teaching and learning and contribute towards our innovative and specialist curriculum. We teach a large Media Arts and Film Studies curriculum (both academic and applied) and so there are opportunities for additional responsibility to be negotiated with the head of faculty.

This is an important appointment for us so we would welcome and encourage prospective candidates to come and see us to get a feel for our college.

Thank you again for your interest in contributing to the Communications Education department at Elstree University Technical College and the creative, curious and ambitious learners we work for.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Mitchell'.

Chris Mitchell  
Principal



# media & film teacher

**Pay range:** Competitive

**Line manager:** Head of Media and Film

**Supervisory responsibilities:** Opportunities for additional responsibility to be negotiated with the head of faculty.

## job description

### Teaching

- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in College and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students, in each case having regard to the mission and curriculum of the College.
- Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of students.
- Communicating and consulting with the parents/guardians of students.
- Communicating and co-operating with persons or bodies outside the College.
- Participating in meetings arranged for any of the purposes described above.
- Participating in arrangements made for your Performance Management Review.
- Participating in arrangements for your further training and professional development.
- Advising and co-operating with the Senior Leadership Team, department leader and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
- Participating in meetings at the College which relate to the curriculum for the College or the administration of organisation of the College, including pastoral arrangements.
- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.







#### Other Duties

- To act as a role model in promoting the ethos of the College.
- To contribute to the strategic objectives of the College as required.



# person specification

## Qualifications & Training

1. QTS status
2. Degree or equivalent in a curriculum subject (Core subject specialism is desirable. Post graduate qualifications welcome. Expertise in our specialist area is also valued highly.)
3. Evidence of professional development in the areas of school improvement and raising
4. Standards

## Skills, Knowledge & Attributes

1. Proven track record of high quality classroom practice
2. A commitment and an ability to teach and manage pupils of all abilities
3. Ability to use information and communications technology in administration, and to access, analyse and interpret data
4. Ability to see new initiatives through to implementation
5. Ability to communicate effectively with adults and young people
6. Highly organised and an ability to work under pressure and meet deadlines

## Experience

1. Minimum of 2 years teaching experience
2. Experience of dealing effectively with challenging behaviour
3. Experience of liaison with parents and outside agencies

## Disposition

1. A willingness to learn
2. An ability to initiate developments
3. A positive attitude towards everyday challenges
4. A professional vision for department improvement
5. A role model for other colleagues
6. An effective team member
7. High expectations of students' achievements and behaviour
8. Patience, a sense of humour and flexibility

## Other requirements

1. Excellent attendance and punctuality
2. Outstanding capacity for work

3. Smart appearance
4. Satisfactory Enhanced DBS

**Specific responsibilities will be agreed with the successful candidate.**

### The Post holder will also be required:

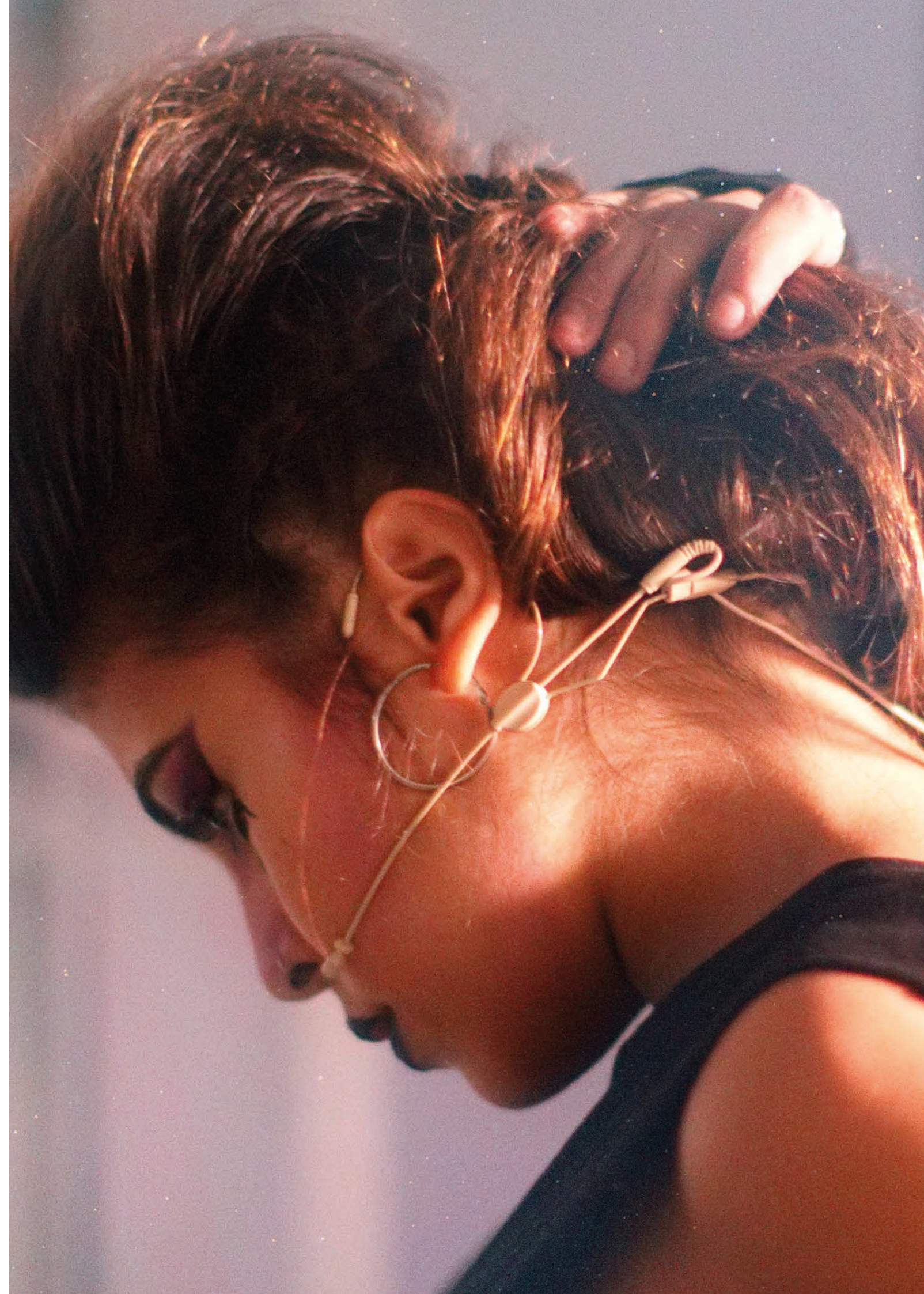
- To continue personal development as agreed
- To engage actively in the performance appraisal process

Staff will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job.

Opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and role.

EUTC is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.







## how to apply

To apply, please visit our Times Educational Supplement recruitment page:

Complete the online application and submit.  
We will be in touch shortly after your application has been received.

Please visit  
[www.elstreeutc.co.uk/vacancies](http://www.elstreeutc.co.uk/vacancies)  
for further information about working with us at  
Elstree University Technical College

## about us

Learn more about our college:

Visit us at [www.elstreeutc.co.uk](http://www.elstreeutc.co.uk) for all the latest news and events.

Head over to our [YouTube channel](#) to check out the content produced by our students and in-house production company 'EUTC Productions'.

Visit our [Instagram](#) account for behind-the-scenes images from the EUTC campus.

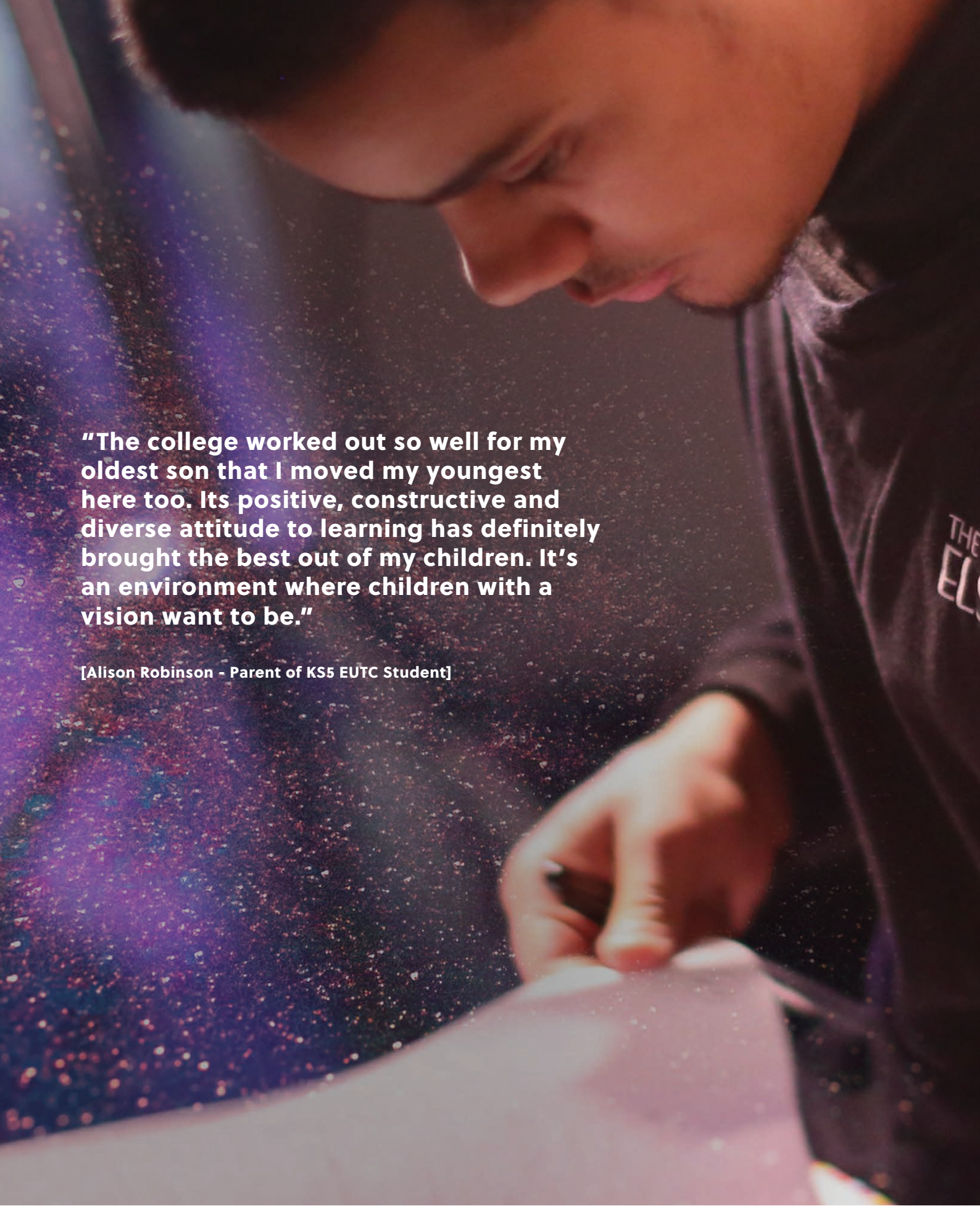
Follow our [Twitter](#) and [Facebook](#) accounts.

Please note that references may be sought for all candidates prior to interview.

Elstree University Technical College is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory Enhanced Disclosure and Barred Service Certificate.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.





**"The college worked out so well for my oldest son that I moved my youngest here too. Its positive, constructive and diverse attitude to learning has definitely brought the best out of my children. It's an environment where children with a vision want to be."**

**[Alison Robinson - Parent of KS5 EUTC Student]**