

## **JOB DESCRIPTION – Media Manager**

**Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

**Grade: 4**

**Salary: 37 hours per week – all year round**

### **JOB PURPOSE:**

- To manage the media within the Trust, including publicity, academy news, social media and digital signage.
- To produce media content for events and the marketing of the Trust and its schools
- To curate and develop media content to support teachers, independent learning and educational initiatives
- To provide support and advice in the use of media and media equipment with a focus on Media Departments
- To support staff and external groups with the use of the theatre and the theatre equipment

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

- To assist the Trust in the promotion of the Trust to the Press, such as by attending events where the Media are present.
- To lead on the creation and sharing of news about Academies within the Trust
- Training students to use media production technologies in order to support teaching and learning
- To manage and produce content for digital signage throughout the Trust based on upcoming events and requests made by members of staff
- To establish and maintain a bank of up to date photographs of students and staff for MIS systems.
- To ensure constantly changing, attractive publicity is present on Academy websites.
- To maintain records of consent where needed for Media publicity including where special events or productions where particular consent for publicity might be needed. To liaise with relevant staff to check which students have consent and which do not and then ensure all students within the academy have completed the form for photo consent.
- To work with the Heads of House at Academies to publicise House competitions and raise their profile around Academy and in the community using available Media, including electronic Media.
- To assist staff as appropriate with the selection, curation and production of Media resources such as educational TV programs, media based web resources and work with staff to make these resources available and accessible.
- To assist the Assistant Principal for MAT IT and the Teaching and Learning Consultant with responsibility for Home Learning with the curation of media content for homework and independent learning activities.
- To promote the use of media technology such as mobile devices, cameras and phones for appropriate educational use and access to Trust IT facilities
- To assist with the Promotion of the Academies and making links and using communication tools to link with Parents and the wider community

- Maintain an awareness of all legislation (e.g. General Data Protection Regulation, Copyright Act, Computer Misuse Act) and health and safety issues connected with ICT

### **Supporting Departments**

- To assist the Head of Media Studies, Music and Drama to support technical audio-visual equipment and production of materials sometimes working alongside student technicians in Trust Schools.
- To help with the organisation of Media equipment in Media Studies, such as preparing digital video cameras for use
- Support of theatre/auditorium equipment for assemblies, performances and external groups, including lighting and sound.
- Helping with backing up media files, helping students to organise their materials when support is needed
- Organising booking out of equipment and maintaining it or passing on to appropriate services for repair. This includes routinely checking and monitoring equipment.
- Support editing of media productions.
- Maintain and keep up to date an asset register for all media equipment including regular audits.

Other such duties as are within the scope and spirit of the job purpose and it's grading as from time to time may be determined by the Supervising Officer.

### **Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

## **Training and Development**

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: Claire Turpin (February 2019)***

## Person Specification

ATTRIBUTES	REQUIREMENTS
KNOWLEDGE	<ul style="list-style-type: none"><li>▪ Knowledge of how to use digital cameras effectively, video capturing tools, video recording tools and video editing software</li><li>▪ Knowledge and experience of working with cloud technology</li><li>▪ Experience of using audio visual equipment such as projectors, video cameras and theatre equipment</li></ul>
SKILLS	<ul style="list-style-type: none"><li>▪ Communicate effectively with groups of staff and students as well as Parents/ Community/ Press at specific events.</li><li>▪ Cope with interruptions and remain calm under pressure.</li><li>▪ Working with a wide range of wireless and wired network devices and other relevant equipment</li><li>▪ Competent creator and editor of videos</li><li>▪ Competent photographer</li></ul>
ABILITIES	<ul style="list-style-type: none"><li>▪ Be flexible, tolerant, and conscientious and have proven problem-solving abilities. Self-motivating, and able to motivate others.</li><li>▪ To be able to explain requirements to staff and students and support them in production of Media materials.</li></ul>
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"><li>▪ Grade C or above English Qualification. ICT or Media qualification at level 3 (NQF) or above.</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>▪ Experience of working in a Academy Environment or with young people desirable but not essential</li><li>▪ Experience of working with audio visual media</li></ul>

