



JOB DESCRIPTION

JOB TITLE	Graduate Assistant (Videographer - Fixed term contract until 31 July 2020)
DEPARTMENT/SECTION	Co-Curriculum
LINE MANAGER	Deputy Head Co-Curricular
RESPONSIBLE FOR	Photo and video creative needs of Forest

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Forest School has an exciting new vacancy for a Graduate Assistant (Videographer). You will need to be skilled and creative, with an enthusiastic approach to the filming and editing of videos for school events and digital projects. You will be planning and organising these shoots and will have a large creative input throughout. As a result of working in this role, the Graduate will have the opportunity to acquire and further develop their photography and videography skills, communication, time management, attention to detail, adaptability and customer service skills.

KEY DUTIES AND RESPONSIBILITIES:

- Planning and filming videos, liaising with teaching and non-teaching staff to create effective and engaging content for pupils, parents, and external bodies
- Storyboarding and producing concepts for marketing campaigns
- Editing and publishing these videos on internal and external sites
- Developing your existing skills under the guidance of the Deputy Head, Co-Curricular
- Organising and designing the technical set-ups for shoots, working closely with our Technical Theatre Manager and external experts to ensure the quality of videos
- Capture engaging photos and/or videos to support the creative process for all facilities, programmes, service and special events including; art exhibitions, GCSE Photography
- Think creatively and develop a robust photo and video library for printed and digital content
- To develop and enhance the school's digital provision for both marketing and pupil-learning purposes

GVP12/20

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ADDITIONAL RESPONSIBILITIES:

- Working across all school divisions, assist with maintaining a consistent identity of Forest by following the brand guidelines and marketing requirements
- Creating new and innovative content in order to engage and support all our programmes

BENEFITS

- Walking distance of Snarebrook central line tube station and Wood Street overground station
- A comprehensive and research-informed professional development programme
- Opportunities to contribute to the wider community via our extensive Outreach Programme
- Generous holiday entitlements
- Free death in service cover and subsidised AXA PPP healthcare insurance
- 20% fee remission (pro-rata for part time staff) for children attending Forest which is applicable Y3-Y13
- Free hot lunch (takeaway sandwich lunch also available) and refreshments throughout the day
- Heavily subsidised membership of the Sylvestrian Leisure Centre
- Accommodation provided for recent graduates (room in a communal house)

Forest is a busy and vibrant school, with regular new projects and opportunities for our pupils and community. We are a city school surrounded by ancient forest, safe but not secluded, and within a diverse, dynamic community. There is boldness in the School's character, a readiness to be forward-thinking and adaptable, with pride in what we are and excitement for what lies ahead.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

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