

The people behind
the magic.



JOIN OUR TEAM

Creative Audio & Visual Technician Apprentice (Level 5)

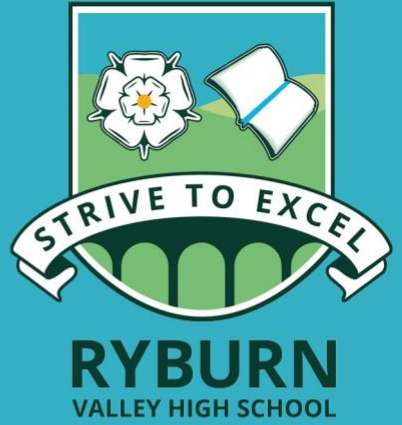
Hours: 35 hours per week term time only (38 weeks) 2 year contract

Salary: £16,104 (FTE £20,341)

Closing Date: Wednesday 12 July 2023

Interview: Week commencing 17 July 2023

Start Date: 4 September 2023



JOB PACK 2023

Together
Learning Trust

THE SCHOOL



A colourful world.

Welcome to **Ryburn Valley High School**. We're a thriving and vibrant school, in a well-equipped, modern building with a truly stunning setting looking out across the Calderdale hills. Our core purpose is to inspire students with a love of learning, a zest for life and a genuine confidence to excel in a colourful world.

Ryburn is a really special school with a well deserved reputation for providing an education which develops students' character and passions as well as strong academic results. Our students are continually described as showing exemplary behaviour and kindness.

A true comprehensive, Ryburn has over 1500 students from 11-18 with a broad spread of backgrounds and levels of attainment, including ~20% on FSM and a higher than average number of students with SEND. Ryburn is the first choice school for many students who may have considered the local grammar schools, and is closely involved with the local community. Whilst many school sixth forms in the area have closed, Ryburn Sixth continues to offer a high quality 16+ provision with A-levels and vocational courses and a high level of individual support.

We are particularly proud of our student leadership, creative arts and sporting achievements. Our innovative 'iD' curriculum for PSHCE uses literature and experience-based learning to explicitly develop a range of qualities such as empathy and resilience as well as boosting literacy, and has earned us the recognition of the Character Kitemark Plus. Whatever their strengths, we give students countless opportunities to shine.

We do all this through our amazing staff, in and outside the classroom, and across the trust. Staff who put passion, care and creativity at our heart, backed up with highly effective teaching strategies, and underpinned with mutual support and collaboration. Schools can be intense places to work and we always aim to put 'staff first', recognising that a focus on staff wellbeing and development benefits everyone.

Join the Ryburn family, where everyone is supported and challenged to excel.



Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.

- OFSTED REPORT 2022

EXPLORE MORE



www.rvhs.co.uk



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS_school](https://www.instagram.com/RVHS_school)



THE TRUST

When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local group of six schools, three secondary and three primary, inspiring over 5300 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Creative Audio & Visual Technician

Working within Ryburn's communications team is a varied, enjoyable and worthwhile job. We produce a full range of professional-quality communications materials in house for Ryburn and Together Learning Trust.

The Audio Visual Technician Apprenticeship is a new role which reflects the ever expanding remit and importance of video, media and live events at Ryburn and our partner schools. Working closely with our highly skilled Media Specialist and our Design and Communications Manager, this person will be responsible for producing or assisting with a range of media including outstanding videos, presentations, digital content, a student podcast and events. The apprentice will also carry out a range of related tasks in support of the comms team and the wider school, such as AV support for assemblies, filming drama exams or using the large format printer for displays.

The role would suit someone highly IT-literate who enjoys the technical aspects of using and maintaining cameras and equipment, but who also brings creative flair to help us communicate and engage with our audiences. Experience of Apple Macs and Adobe Creative Suite would be useful, but more importantly having a passion for tinkering around and making cool things with technology. Great organisation and communication skills are essential as the schedule is busy and the role often involves working with teachers, students and visitors.

You will be supported and allowed 20% of your time to complete a Level 5 Audio Visual Technician Apprenticeship, gaining a foundation degree awarded by the Open University. This is delivered with our specialist training partner Northern Skills, with an expert course leader who was the person responsible for creating the apprenticeship standard.

Working within Together Learning Trust provides great opportunities for career progression as we have a growing need for staff with these skills across our schools. All of the previous apprentices within the comms team, and the majority of those at Ryburn, have continued on to a permanent job after completing their course.

This role is based within the well-established comms team at Ryburn but will involve work across the other Together Learning Trust secondary and primary schools making it a varied and interesting role. Some out-of-hours work will be required for events, with time given in lieu. Ability to drive and own car would be helpful (travel expenses paid).

JOB DESCRIPTION

Creative Audio & Visual Technician



Job title	Creative Audio and Visual Technician
Line manager	Design and Communications Manager
Also liaising with	<ul style="list-style-type: none">• Media Specialist / Videographer• Director of Communications• Assistant Headteacher• Communications, Events and Student Leadership Assistant• Senior Leadership Team• Teachers• Students
Key responsibility	To develop into a capable and technically skilled media assistant, able to support schools with audio, visual and digital media requirements, including live events and producing high quality video and audio content.
Main roles and responsibilities	<ul style="list-style-type: none">• Ensuring that media output for schools is consistently excellent quality and in line with our key messages, branding and values• Supporting our videographer with pre production, filming, editing, sound recording and post production on video projects, developing skills to work independently on smaller projects• Video editing using Premiere Pro and After Effects• Sound/music editing for podcasts or performances• Basic graphic design such as presentations or displays• Sound and light engineering for live events such as open evenings and drama performances, running presentations or video backdrops• Organising video shoots including planning schedules, checking equipment, collecting consent forms• Day to day tasks in support of the school and comms team, such as AV support for assemblies, filming drama exams, basic photography or using the large format printer for displays• Occasional tasks as part of the wider school admin team such as covering breaktime duties or setting up for events• Occasional physical work such as loading and unloading equipment and occasional use of ladders or working at heights• Ensuring safe operation and usage of equipment, including complying with all health and safety requirements• Careful maintenance of equipment including: packing and storage, monitoring stock levels, ordering, organising repairs, logging loans of equipment• Organisation of digital assets, including keeping an organised video library and ensuring correct licences for music and stock video• Troubleshooting issues with Macs and AV equipment• Ensuring children and young people are at the centre of what we do and that their voices are represented• Developing knowledge and skills both through on the job training and independently

	<ul style="list-style-type: none"> Working as an effective part of a team
Desirable skills and experience	<ul style="list-style-type: none"> IT literate, ideally with experience of Apple Macs and PCs Experience in working with creative, audio or visual technology. This could be as personal projects, not necessarily as employment. Experience working as an effective part of a team
Expected behaviours	<ul style="list-style-type: none"> Be able to work collaboratively as part of a team Develop positive working relationships with colleagues Communicate clearly, respectfully and professionally with students, parents, colleagues and visitors Work with his or her line manager to develop and implement a professional development plan Use feedback and personal reflection to improve his or her own working practices Where relevant, maintain first aid accreditation Understand how the role supports the quality of teaching and learning Understand the roles of external agencies and how to work with them as required Follow all processes for the handling and banking of money meticulously Know, understand and follow all procedures for the management of the schools finances, if working on financial matters Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role. Retrieve and share the various types of information required by the post holders specific role Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes Ensure that documents are prepared and data is entered into IT systems accurately and on time Answer telephones promptly and with a respectful and professional manner Be familiar with all policies and procedures that are relevant for the role Know where to get help and support Know the limits of the role and when to refer people or issues elsewhere Maintain confidentiality at all times Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures Maintain a safe working environment for yourself and other including the completion of risk assessments
Other specific duties	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Director of Communications or the Head of School to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

PERSON SPECIFICATION

Creative Audio & Visual Technician



To be assessed through application, reference, and interview.

Criteria	ESSENTIAL DESIRABLE	
Qualifications		
5 GCSEs grade A*-C/9-4 or equivalent (including English and Maths)	✓	
96 UCAS tariff points from an appropriate Level 3 qualification (NVQ 3, BTEC Award, A levels or relevant T Level qualification)	✓	
Experience		
Working with creative, audio or visual technology (either in a paid, voluntary role or personal project)	✓	
Working as part of a team	✓	
Working with children or young people		✓
Working on event production eg sound and lighting		✓
Skills		
Video editing		✓
Audio editing / sound mixing		✓
Photography / videography		✓
Personal qualities		
Strong communication skills	✓	
Creative thinking	✓	
Ability to prioritise and manage a busy workload	✓	
Able to effectively collaborate and share ideas	✓	
Logical and calm under pressure	✓	
Attention to detail and love of quality	✓	
An eye for visual storytelling	✓	
Genuine enthusiasm for creative technology	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, ahead of making an application, we'd be delighted to hear from you. Please contact Joelle McNichol, j.mcnichol@togetherlearningtrust.co.uk

If you're ready to take the plunge and apply, please complete our application form and return it to recruitment@togetherlearningtrust.co.uk by the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from

engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2022.