

**Park High School  
Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Post Details:</b>	<b>Media Technician</b>
<b>Scale:</b>	<b>H03</b>
<b>Hours</b>	<b>20 hours per week (days and times to be negotiated)</b>

**Responsible to:** Curriculum Leader for Media

**JOB PURPOSE:**

**Responsibility for preparing the classroom for practical teaching sessions**

**Responsibility for supporting students' creative work**

**Responsibility for the management and maintenance of all portable equipment**

**Responsibility for supporting the on-going training of media staff in using Adobe Photoshop and Premiere Pro**

**Responsibility for the management and development of the media studies department's on-line learning facilities and programmes, liaising as necessary with the school's IT support team**

**Responsibility for helping create and maintain media studies displays**

**Key Responsibilities:**

- Troubleshooting and answering technical questions from students during lessons/project work
- Assisting staff in the delivery of practical workshops
- Preparing classrooms and the media classroom for practical lessons
- Preparing and maintaining video cameras and other portable equipment
- Managing and developing on-line learning facilities
- Responsibility for ordering and issuing consumable materials
- Assisting staff with the preparation of curriculum and resources
- Co-leading the Media Production Club one lunchtime a week

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of education. Minimum of 4 GCSEs at GCSE Grade C or above including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• First degree</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of providing technical support in a media studies department</li> <li>• Freelance work in media production / editing</li> </ul>
<b>Skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>• Practical working knowledge of contemporary film and digital media software (PC and Apple Mac based production, Adobe Photoshop and Premiere Pro, Garageband)</li> <li>• Ability to demonstrate, assist and provide practical support during lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Practical working knowledge of inDesign and other programmes.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Confidence and skills to work with staff and students on media projects, support classroom learning and extend creative and technical opportunities for students and staff</li> <li>• The ability to communicate effectively both orally and in writing</li> <li>• The ability to work independently and as a member of a team</li> <li>• Good organisational skills</li> <li>• The ability to prioritise work tasks effectively</li> <li>• Flexible approach</li> <li>• Attention to detail</li> </ul>	