

**Job Title:** Media Instructor

**Job Purpose:** Under the direction of teaching staff, to act as an instructor to students in order to facilitate teaching and learning

**Responsible to:** Head of Subject

**Responsible for:**

The efficient organisation and supervision of a wide range of student production work across three Level 3 Film and Media courses and one Level 2 Media course. The efficient organisation and management of extensive equipment (including DSLRS, tripods, mics, lights, lenses, Adobe software, SD cards), edit suites (70 PCs), photographic studio and TV studio/gallery.

Instructing students in their practical coursework including filmmaking, TV and radio production and print production. This will involve supporting and guiding students to develop/improve camera and sound recording skills and print design skills as well as training and working closely with students in Adobe Master Suite programs such as Photoshop, Premiere Pro and After Effects.

Specific responsibilities:

- Devising and delivering a comprehensive student training programme for A level Media Studies coursework and for Film Studies.
- Supporting the Head of Subject in planning student training programmes for L3 Digital Media Diploma
- Delivering student training programmes for L3 Digital Media throughout the year
- Instructing groups/whole classes of students in practical sessions, with the support of the teacher. In addition, the Instructor will provide one to one support in students' study periods.
- Preparation of student training materials such as templates, images, fonts, graphics etc.
- Demonstrating a range of practical/industry techniques and processes to students
- Developing staff technical skills by devising and carrying out programmes of staff training
- Creating student manuals/guides/how-to videos for equipment to improve understanding and safeguard against risks to equipment and students
- Maintaining a large amount of equipment and facilities to ensure that it is always clean/fit/available for student use and comply with H&S requirements
- Stock-keeping, pricing and ordering materials/equipment and checking deliveries
- Operating and maintaining two photographic/TV studios and equipment, including management of booking system, monitoring of student use and organising access
- Management of student project folders to ensure production work is well organised
- Organisation, marketing and execution of the Awards evening in May and EXPO week in March.
- Maintaining and developing intranet pages for both Media and Film Studies including the production of digital content e.g. logos and student show-reels
- Supporting and instructing lunchtime filmmaking/practical activities (currently one per week)
- Supporting the Head of Subject in the conduct of course and undertaking other tasks as requested by Line Management (e.g. displays, editing visual resources, promotional videos and posters)
- Supporting with wider College events as required.
- Prioritising the safeguarding of all students and participate in training on safeguarding matters.
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- Any duties as may reasonably be required by the Principal

Jennifer Barfield  
Head of Media Studies  
July 2022

**Job Title: Media Instructor**

**Essential Requirements:**

- Excellent organisational and planning skills
- High-level practical filmmaking and print design skills and strong understanding of equipment/software, such as Photoshop, In-Design, Premiere Pro, After Effects and Audition
- Ability to solve/fix technical problems
- Excellent/clear communication skills and strong rapport with students
- Motivation and patience to help students develop skills and produce work of high quality
- Ability to work in a team across several different subjects (A level Film, A level Media, L3 Cambridge Technical in Digital Media and Level 2 Cambridge Technical in Media)

**Desirable requirements:**

- Confident and clear delivery/demonstration of equipment
- Experience of the operation and maintenance of a studio environment
- Systematic approach to work – e.g. logging of equipment, management of student project files etc.
- Strong initiative (e.g. devise practical induction activities) and proactive approach to problem solving

**Conditions of Service:**

22.5 hours per week. Tuesday, Wednesday and Friday in term time, plus Enrolment Week and some additional hours. With exact times to be agreed with the Head of Subject.

40 weeks per year 0.5277 FTE

**Salary:** – Support Staff Salary Spine point 26 £22,989 pa – Spine point 30, £25,894 pa FTE

**Actual salary:** - £12,131 - £13,664 pa.

Membership of the Local Government Pension Scheme.