

JOB DESCRIPTION

TEACHER OF DIGITAL CREATIVE MEDIA – FILM AND TELEVISION

Summary of main purpose of Role

To bring subject expertise and high expectations to the college and the classroom, delivering a first class student experience and outcomes. To develop and embed the Digital Creative Media course and support the college in its use of Digital Media products.

Key Areas:

- Delivery of Digital Creative Media curriculum
- Support CAPA College with Media products, Performances and Events
- Digital Creative Media resource organisation and Maintenance

Key Responsibilities:

Delivery of Digital Creative Media curriculum

Teaching and Learning Delivery

- Demonstrate a good and up to date working knowledge and understanding of a range of teaching, learning and assessment strategies and know how to use them to provide opportunities for all learners.
- Have up to date practical and theoretical skills in film and tv production planning, filming and realisation
- Inspire and engage students through well-planned lessons with suitable structure, pace and challenges.
- Ensure lessons are effectively differentiated for the individual needs of students.
- Encourage students to think and talk about their learning, develop self-control and independence, concentrate, persevere and listen attentively.
- Work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs.
- Establish good relationships that promote progress, whilst maintaining motivation and positive attitudes to learning.
- Regularly monitor and intervene when teaching to ensure effective learning and maintain an environment where students feel confident.
- Carry out associated preparation and assessment processes. Keep full records, report on development, progress and attainment.

Course Operational Activities

- Contributing to the learner experience through high quality enrichment activities including visits, placements, visiting speakers and other activities, as appropriate.
- Assess students' work in accordance with assessment policy and awarding body assessment objectives and mark criteria utilising previous achievement data to promote the progress of all students.
- Record students' progress systematically, keep records to check work is completed, monitor strengths and weaknesses, inform planning and recognise the grade/level at which the student is achieving.

- Mark, monitor and return work within a reasonable and agreed time span providing constructive feedback that clearly indicates strategies for improvement that are subsequently acted upon.
- Set sufficient appropriate work for formal assessment i
- Attend and participate in college QA and calendar events.

Curriculum Organisation

- Contributing to well-constructed and well-taught curriculum which facilitates excellent attendance, retention and achievement.
- Contributing to course development and implementation.
- Writing and revising schemes of work, lesson plans and associated materials.
- Maintaining learner records including those associated with attendance and learner progress.
- Contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- Contributing to the student recruitment and selection process including enrolment, registration and the production and maintenance of marketing information.
- Attending and contributing to meetings as arranged.

Support CAPA College with Media products, Performances and Events:

- To support college events and productions with media set up, install and filming
- To support student learning on extracurricular events and projects
- To plan, support and produce a range of Media products in conjunction with other key members of staff to support the college and curriculum needs
- To produce, manage, distribute and archive college performances and events
- To take an active lead role in all Media products, Performances and Events, as necessary
- To spec, prepare and operate media equipment to the highest standards
- Liaise and collaborate with both permanent and freelance staff to produce high quality Media products, Performances and Events
- Ensure the highest standards of design, planning and technical operation of all events to ensure high quality outcomes are delivering value for money and learning opportunities.
- To ensure that all media work and events comply with Health and Safety, licensing and other regulations requirements at all times.

Digital Creative Media resource organisation and maintenance

- To manage and maintain the colleges media equipment and spaces to the highest standards on a day to day basis
- Efficient day to day management, maintenance and housekeeping of Media resources, areas and equipment
- To maintain up to date knowledge of current and new equipment and practices in order to advise on future developments and to maximise its impact on teaching and learning
- To assist in hiring and buying of equipment for Media products, Performances and Events
- Monitor and manage stock and supplies, cataloguing as required



Accountabilities - Generic

- Serve as a role model based on high standards and professional conduct
- To present the best possible image of the College in general, and in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- Be aware of and comply with policies and procedures relating to health and safety, equal opportunities, confidentiality and data protection at all times, reporting all concerns to the appropriate person.
- To comply with the College's Staff Code of Conduct
- Maintain confidentiality in relation to all work undertaken
- Contribute to the safeguarding and promotion of the welfare and personal care of students and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Undertake any professional development as needed and as determined by the Principal.
- Carry out such duties as may be reasonably assigned by the Principal.
- Participate in the College's staff appraisal system.

This job description will be reviewed annually, and updated as required, in line with the ongoing development of CAPA College. It is not a comprehensive statement of procedures and tasks, but set out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications as detailed in the Person Specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. DBS
- A List 99 check.
- Confirmation of medical fitness for employment.