

JOB DESCRIPTION

Job Title	Digital Media Apprentice
Reports to	Head of E-Learning
Grade	Apprentice
Liaison with	Teaching staff, support staff, pupils
Job Purpose	To assist in the delivery of E-Learning services across the school
Duties	<ul style="list-style-type: none"> • Support the IT Technicians with E-Learning Centre (ELC) lesson bookings. • Supporting rearrangement of the ELC layout in line with customer requirements. • Supporting the Music department with digital technology. • Provide in-class support with technology as required. • Be responsible for uploading recordings to Google Drive • Record/video class exam performances. • Make guides for certain processes • Monitor equipment and use of store cupboard. • iPad and Chromebook delivery. • Green screen editing. • Day to day management of digital signage. • To provide technical support in primary school. • To promote and offer suitable guidance on e-safety matters to students, staff and wider community
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
Digital Media Apprentice

General heading	Detail	Essential	Desirable
Qualifications & Experience	Specific qualifications & experience	5 A*-C GCSE including English and Maths	A*-C GCSE in Science and ICT or equivalent
	Knowledge of relevant policies and procedures	Experience of working in a team Organised approach to work in relation to file and record keeping	Evidence of relevant out of college activities/hobbies
	Literacy	Good reading and writing skills.	
	Numeracy	Good Numeracy skills	
	Technology	Knowledge of the core Microsoft Office applications	Knowledge of collaborative platforms e.g. Moodle, Google Apps Knowledge of video and audio editing software/techniques
Communication	General	Able to exchange information clearly using a variety of mediums Have good interpersonal skills	Ability to express their own opinion and present a persuasive argument
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults	
Working with children	Behaviour Management	Understanding and implement the school's behaviour management policy	
	SEN	Understanding and support the differences in children and adults and respond appropriately in relation to the role	
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role	
	Child Development	Ability to motivate others	
	Health & Well being	Understand the importance of physical and emotional wellbeing	
Working with others	Working with partners	Excellent understanding of the role of others working in and with the school	Know when and how to seek support and guidance Able and willing to follow instructions and learn new tasks

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	
	Team work	Ability to work effectively with other adults in the school Ability to work on own	
	Information	Ability to provide timely and accurate information	
Responsibilities	Time Management	Excellent attendance and punctuality Ability to manage own time effectively Willing to work extra hours to support extracurricular shows and performances	
	Creativity	Ability to follow instructions effectively	
		Ability to present ideas, pitches and proposals for creative content	
	Knowledge	Willing to develop knowledge and understanding Willing to undertake additional training e.g. iPad and G Apps training	Ability to be proactive and initiate action
General		Has an interest in music technology and mobile device management An interest in video and audio editing An interest in the development and innovation of new technology	
	Equalities	Awareness of and promotion of equality	
	Health & Safety	Good understanding of Health & Safety	
	Child Protection	Good understanding and implement child protection procedures	
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance	

		and share knowledge with others	
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