

TV Studio Technician and Planner

Team: Creative & Performing Arts

Reports to: Head of Learning

Location: Chichester

Job Purpose

- To support teaching activities in the curriculum area, ensuring a high quality of provision, in response to learners' needs.
- To work collaboratively and innovatively with lecturers, colleagues and external clients to manage all aspects of our TV studios including supporting broadcasts, equipment set up and maintenance.
- To liaise with external customers and hirers outside of term time to support the commercial income of the studio.
- Manage the studio diaries to ensure strong workflow throughout the year.

Key Responsibilities

- To support high quality teaching and learning within the studios.
- To ensure that appropriate learning materials are prepared in a timely manner.
- To maintain all equipment with the studios.
- To support external hirers and customers and provide a professional approach.
- To understand personal responsibilities in relation to Safeguarding.
- Keep up-to-date with current issues, changes, and policies relating to the educational sector.
- To participate in marketing activities and promote the College for the purpose of gaining sponsorship, advertising, good public relations and increased recruitment.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Relevant subject experience	Essential	Application Form/ Interview
Following/applying Health and Safety procedures	Essential	
Maintaining relevant equipment	Essential	
Ordering supplies, and maintaining stock levels	Essential	
Teaching and assessing learners	Desirable	
Curriculum delivery and associated administration	Desirable	
Managing diverse groups of students	Desirable	
Working within Further Education	Desirable	
Knowledge		
Working knowledge of Adobe Photoshop, Premiere Pro and After Effects (Adobe CC)	Essential	Application Form/ Interview
Microsoft Office applications	Essential	
An understanding of safeguarding vulnerable groups	Essential	
Health and safety legislation	Essential	
Application of digital technology to learning	Desirable	
Understanding of virtual learning environments and on-line learning	Desirable	
Equality Act 2010	Desirable	
Qualifications		
Level 3 (or equivalent) in related subject	Essential	Application Form/ Certificates/ Assessment
Level 2 literacy and numeracy	Essential	
Any other relevant vocational qualifications	Desirable	
Assessor or Verifier units	Desirable	
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to meet targets and deadlines	Essential	Application Form/ Interview
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to manage challenging behaviour	Essential	
Ability to communicate effectively with a diverse range of people at all levels, verbally and in writing	Essential	
Ability to solve problems and make decisions	Essential	

Attributes		
Flexible in approach	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	
Committed to student support	Essential	

Other Requirements		
To undertake continuing professional development	Essential	Interview/ Checks and Clearances
Evening and weekend work as required	Essential	
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 18.5

Working weeks per year: 52

Salary range: Pro rata of £26,500 - £26,597 per annum (i.e. £13,250 - £13,298.50)

This post will also receive an additional Market Supplement* pro rata of £3,500 per annum (i.e. £1,750)

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 92.5 hours (25 days pro rata) per annum, rising to 103.6 hours (28 days pro rata) with each complete year of service as of 31 December, plus 29.6 hours (8 days pro rata) for bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.

*Market Supplements are subject to the Group's Market Supplement Policy.