



## Carshalton Boys Sports College

Winchcombe Road  
Carshalton  
Surrey  
SM5 1RW

### Job Description

**Job Title:** Media and Photography Assistant

**Pay Scale:** APT&C Bank Pay Scale, Point 85, £17,365 per annum

**Hours of Work:** Monday to Friday, 36 hours a week, worked between 8am – 4.00pm, Term time only, One Year Fixed Term contract 01.09.24-31.08.25 (to be reviewed after 6 months)

### Job Purpose

Supporting Photography and Media Studies students with practical work and assisting teachers with planning and organisation of resources and equipment

### Accountable to

Head of Creative Arts

### Duties

- Cover media and photography lessons when required
- Supporting in Year 9-13 photography and media studies lessons
- Assist pupils taking photos and filming in the studio
- Assist with editing on Photoshop and Premier
- Organising and maintenance of equipment
- Creating teaching resources
- Creating promotional material

### Additional Responsibilities

You may be required to carry out additional duties, as the Head of Faculty may reasonably request from time to time.

To comply with the school's Health and Safety Policy, undertaking risk assessments, as appropriate.

To work within the school's Equality and Diversity Policy.

### Equal Opportunities

To ensure, that the spirit of the School policy is implemented.

## Person Specification for Media and Photography Assistant

### Experience and Knowledge

- An ability to work well with young people; to foster and develop their creativity
- Recent and relevant experience in Photography is desirable but not essential

### Skills and Abilities

- Whilst a general level of computer confidence and literacy is required for this role, there are various specialist programmes and technologies used across the departments. Essential requirements include digital editing software such as Photoshop

### Qualifications

- Qualification in the Arts (GCSE, A Level or Degree) or relevant experience

### Personal

- Calm disposition and friend manner
- Organised and supportive towards others within the team
- Creative and dynamic forward thinker
- Ability to work on own initiative and as part of a team.

### Other

- Commitment to working within the School's Child Protection Policy
- Commitment to high standards and expectations
- High levels of professional integrity, energy and enthusiasm
- Flexibility to undertake any role
- A good sense of humour

Signed:.....

Print Name: .....

Date:.....