



Shift Media

Sheffield Independent Film & Television Ltd

Role Description

Title	Freelance Digital Media Tutor/IT Support 20:20 Vision Introduction to Working in the Creative Industries
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Main Purpose of the Role:

SHIFT are pleased to recruit for our new blended learning programme, Introduction to Working in the Creative Industries, consisting of three elements:

A Digital Skills including, Photography and Image Manipulation; video production and editing; Graphic Design; Audio and music; Animation and Motion capture

B Creative Practice, participants to create a digital rich media statement to support career development (Arts Award accreditation available)

C Career Development, Pre-Employment; Interview and during employment

This is an exciting opportunity which has arisen through the National Lottery Community Fund, Covid-19 funding. SHIFT are recruiting for the following roles:

- Digital Tutor and Administrator
- Digital Tutor IT Support
- Digital Tutor Pastoral and Safeguarding

Responsibilities:

- Have good rapport and enjoy working with people aged 16-25 who may lack confidence.
- Actively contribute to the aims and objectives of SHIFT'S student centred approach to teaching and learning.

- Be able to teach up to level 3 in digital media subjects including. Animation; Photography; Moving image; ICT; Games Design; Graphic Design.
- Understand the co-designed nature of the programme and working with a student Steering Committee
- Responsible for delivering virtual sessions
- Responsible for one-to-one tutorials
- Able to provide detailed and timely assessment and feedback to students, enabling them to progress and achieve
- Support students through tutorial groups.
- Participate in training of the online training programme.

- Responsible for ensuring that student review records are kept up-to-date.
- Actively contribute to the aims and objectives of SHIFT'S Equality and Diversity policy and procedures
- To actively participate in SHIFT'S Quality Assurance policies and procedures and actively contribute to the realisation of SHIFT'S Quality Improvement Plan
- To participate in all SHIFT Safeguarding and Child Protection policies and procedures

IT Support

- Programme administration including support:
 - Web development experience especially with underlying technologies such as HTML, CSS, Angular, PHP, My SQL and Linux
 - Experience Creating content for online courses or learning

Hours: six to a maximum eighteen hours per week

Management

Responsible to	Report to SHIFT senior managers Bridget Kelly and Daren Eagles
Responsible for	Delivery of virtual training with face-to-face induction and tutorials, social distancing and Covid 19 protocols will apply
Limits of authority:	Senior Managers and Board of Trustees

To apply: By mail to bridget@shiftmedia.org.uk
Deadline 9.00 am Monday 23rd November

CV and supporting statement outlining how your experience meets the specifications of the role, no more than 250 words.

Shortlisted candidates will be asked to present a short media rich personal statement about what they consider to be the most important aspects in the role.

Duration: 30sec to 2 minutes.

Interviews: Tuesday 24th November, Thursday 26th November

Successful candidates will require to have DBS checks

<p>Signed for the company:</p> <p>Dated:</p>	<p>Tutor signature:</p> <p>Dated:</p>
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