

We Are Hiring

FILM PRODUCTION COORDINATOR

Creativity

Holistic Education

Open-Mindedness

Individuality

Responsible To:	Head of Teaching and Learning
Location:	Central Office TCW Hubs and venues across London
Hours:	Monday - Wednesday - 8.30am - 4.30pm Thursday - 8.30am - 6.00pm Friday - 8.30am - 4.00pm
Salary:	From £27,600 FTE per annum

Role Summary:

The Film Production Coordinator is responsible for creating engaging, entertaining and inspiring film content that promotes our school and showcases the creative talents within it. They will be directing, filming and editing lesson examples for multiple subjects across the curriculum, as well as creating video content for celebrations, assemblies and our End of Year Show.

Responsibilities:

1. Create engaging and creative films to meet the school's needs

- To plan and execute filming schedules, ensuring coverage of all necessary footage for each project within set deadlines
- Work with the Communications Officer to ensure that all videos adhere to branding guidelines and maintain a consistent tone and style throughout
- Edit raw footage into high-quality videos using professional editing software, incorporating graphics, music, and other elements to enhance visual appeal
- Manage and organise video files, maintaining an efficient system for easy access and retrieval
- Stay up-to-date with current trends in video production, education, and digital media, incorporating innovative techniques and technologies into our projects
- Liaise with the Senior Leadership Team on the innovative vision and look at strategies for developing media, creativity and technology across the school

2. Oversee the production of video resources to embed in all our curriculums

- Work closely with the Curriculum and Teaching and Learning team to generate content to be filmed and used as curriculum resources
- Schedule and film the created content and creative lesson examples, spanning various curriculum lesson objectives, to add to our educational resources
- Edit the videos to meet the TCW standards and ensure they are accessible to all
- Upload videos and accompanying resources, clearly labelled to our online systems
- Film lessons across various subjects, capturing examples of effective teaching strategies and learning objectives in action
- Gain and appropriately log the necessary permissions for all content created

3. Work closely with the Creative team to produce material that adds to the creative life of the school

- a. Support in the promotion of the school ethos around creativity
- b. Collaborate with the Creative Coordinator and Communications Officer to develop promotional videos, celebration montages, and educational video content
- c. Film and edit videos for assemblies and develop event highlight films from exhibitions of work
- d. Assist with live streaming events, training and assemblies, ensuring smooth technical operation and optimal audiovisual quality
- e. Support the Creative Coordinator capturing and editing film content for key events in the year, including Black History Month, Pride, Comic Relief, World Book Day etc
- f. Support in the delivery of workshops and creative activities
- g. Film and photograph students work throughout the year, gaining and logging the necessary permissions
- h. Work closely with teachers to gather materials and information needed for video projects, including student work and testimonials
- i. Support and lead students in learning film skills as required

4. Work closely with the Head of Training to record and package our teacher training programme

- a. Film our staff training sessions, transforming them into branded content suitable for using in future trainings
- b. Assist with live capture and streaming (where required) of Thursday training sessions (online and in person)
- c. Provide tech support for training sessions as required

5. Be a part of the TCW team

- a. Promote the school ethos and values in all work
- b. Undertake ad-hoc general administrative duties as requested
- c. Attend meetings and training as required, including weekly whole school training

Person Specification:

Essential:

- Experience and training in video production, including filming, editing, and post-production
- A talented, creative person
- Proficiency with industry-standard video editing software (Premiere Pro / DaVinci / Adobe Suite)
- Knowledge of copyright laws and permissions related to music, images, and other content used in videos
- Ability to handle logistics effectively and experience in administrative duties
- Accuracy and high levels of attention to detail
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multitask
- Adaptable and flexible approach to work
- Willing to embrace change and challenge processes to improve efficiency
- Able to manage workloads and priorities and work under pressure
- A team player - able to develop effective relationships with the team and work alongside others
- Excellent administrative, written and verbal communications skills
- Good numeracy and written English
- Personable, professional and courteous in manner
- A friendly, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal
- Able to handle confidential material professionally

Desirable:

- Degree or equivalent
- Strong understanding of educational principles and effective teaching strategies
- Experience of working in an educational environment or with young people in another setting
- Knowledge of safeguarding matters
- Graphic design and/or photography skills
- A talented artist and/or performer
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra Information:

This is a salaried full time position. This role is only expected to work in the office during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30-16.30 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which run 4:30-6.00pm and the TCW showcase. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Head of Teaching & Learning. Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.