



Job Description

Location:	White Rose Academies Trust
Job Title:	Trust Videographer/Photographer
Grade:	C3 .19 .22 £25,481 - £27,041
Hours:	37 hours per week – Monday to Friday. All year Round
Contract Type:	Permanent
Accountable to:	Head of Communications and Projects

Role: The Trust Videographer will join the Trust Communications and Projects team. You will be responsible for supporting and enhancing the profile of the Trust through the production of high-quality video, film and photographs.

Please note the role will include working across each of the Trust sites and flexibility for some evening and weekend work may be required.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with the Trust.

General Duties and Responsibilities:

- Create, film and edit regular, engaging and timely videos, optimised for the platform used and the intended audience.
- Act as main photographer for the trust/academies as required.
- Be enthusiastic about different trends and implement, where relevant and beneficial, across the trust.
- Work closely with the creative team to adhere to trust and academy brand guidelines, allowing you to capture events in a tone that reflects the trust/academy values whilst also engaging different stakeholders.
- Be flexible and enthusiastic to capture various events across the trust with constant consideration of channel output.
- Liaise with and support internal departments to source video content for internal and external communication channels.
- Research and report on influencers, competitors and trends in industries as required.

- Liaise with the Communications and Projects team regarding the communication of upcoming promotional events and marketing campaign activity, to ensure video is a key consideration.
 - Manage multiple projects simultaneously, managing your own time effectively and meeting colleague and trust/academy expectations on time and in full.
 - Work closely with the Digital Communications Lead and Digital Communications Officer in planning videos that fit into their campaigns and communications.
 - Be confident at presenting work back to the team internally, as well as to leaders and other colleagues, including a well-considered rationale.
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Other duties

- ◆ Carry out any other duties as directed by the CEO.

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Generic Staff Requirements:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes.
- Comply with trust/academy safeguarding procedures, including the promotion of welfare of children and commitment to the trust/academies Child Protection Policy.
- Comply with all trust/academy policies and procedures.
- Reflect on and maintain knowledge of education/professional research to develop evidence-based practice.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Manage and promote restorative practice approaches and the strengthening of relationships.
- Comply with all legislative and regulatory requirements.

- Promote a positive image of the trust/academies.
- Embody the trust/academies individual values.
- Any other duties commensurate with the level of the post, which may be required from time to time.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce that reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Trust.

Signed		Dated	
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