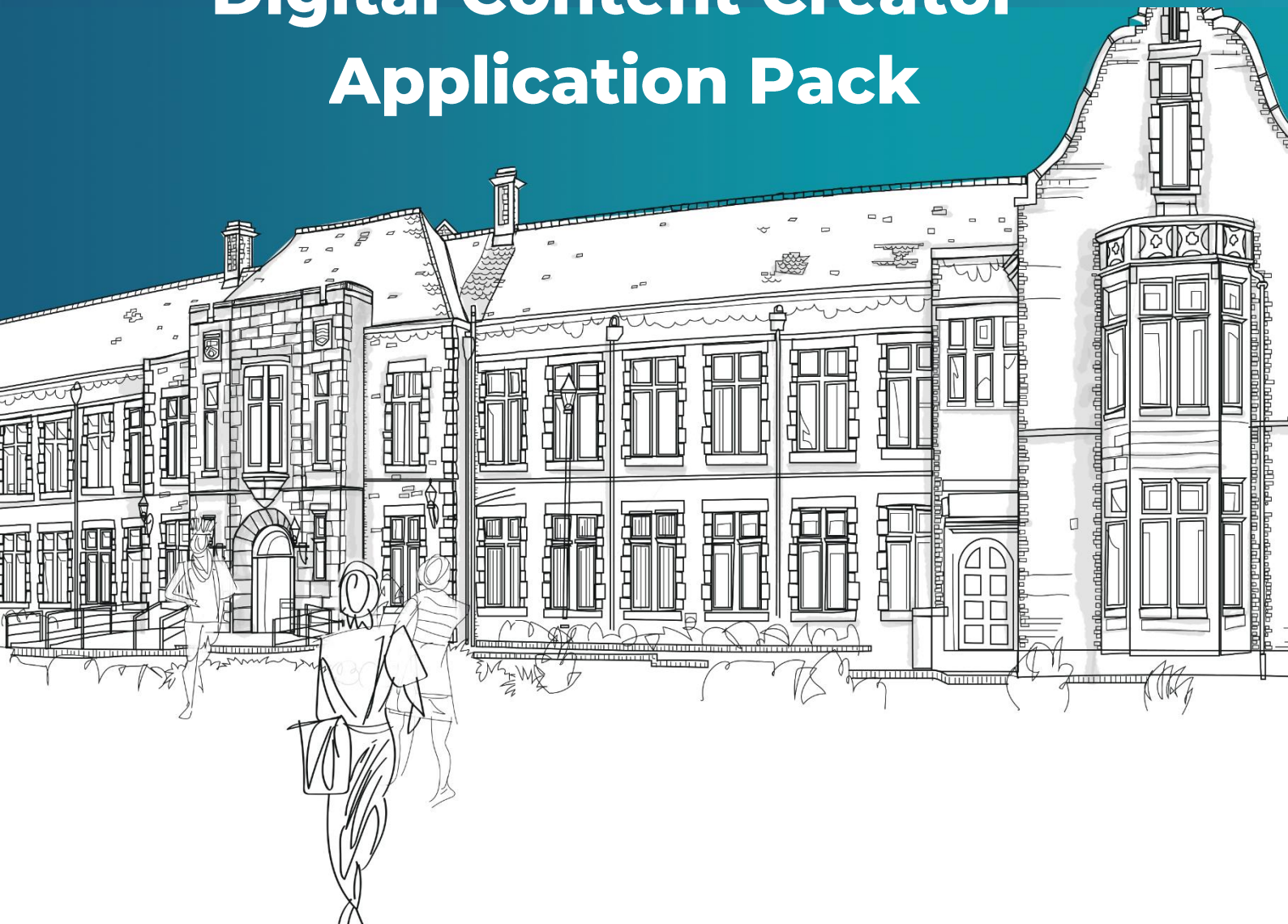


MONOUX SIXTH FORM COLLEGE

Digital Content Creator Application Pack





WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

Love making cool videos? Got a knack for eye-catching posts? Always ahead of the latest TikTok trend? Then you might be just who we're looking for!

We need someone who is a creative story-teller ready to snap awesome pics of college life, shoot & edit videos for Insta, TikTok & YouTube and create graphics that pop and most importantly keep our socials buzzing with fresh ideas.

If you have an eye for detail, a passion for engaging visuals, and a knack for turning ideas into compelling content, we want to hear from you.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Wednesday 27th August 2025 – 10am

Interview Date: W/C 1st September 2025

Start Date: ASAP

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***



JOB DESCRIPTION

JOB TITLE:	Digital Content Creator
REPORTING TO:	Newly Arrived & Marketing Co-ordinator
SALARY:	Scale 5 - £30,784 - £33,371 (Actual Salary £27,749 - £30,081) Scale 6 - £34,212 - £36,188 (Actual Salary £30,839 - £32,620) (Depending on level of experience)
HOURS:	Full time – 36 Hours Per week, Term Time Only plus 10 days

Purpose of the Role

The Digital Content Creator will play a key role in creating and delivering engaging and inspiring content across our range of digital channels. Ensuring our digital presence supports and enhances our College offerings and delivers our messages effectively. The role will support the Marketing team in shaping the digital content strategy as well as ensuring a seamless on-boarding journey for our applicants.

This role requires someone creative who can identify, manage, and deliver digital content using a range of techniques, across channels including websites, social media, and other Digital platforms, to generate the perfect student experience.

The role will work across the organisation, and therefore, effective working relationships will need to be formed with various internal teams, external stakeholders, and third-party suppliers.

The ideal candidate will be a motivated individual who is passionate about digital marketing, content creation, and producing tangible results. The role would suit a digital marketer looking for a new varied challenge or looking to take the next step up in their career.

We're looking for someone who is highly organised, detail-oriented, and thrives in a fast-paced environment. If you have a strong understanding of video editing, SEO principles and enjoy telling a compelling story, then this is the perfect opportunity to leverage your skills and help shape the future of Monoux Sixth Form's digital content strategy.

Key Responsibilities

- Lead on the day-to-day management of our digital channels, creating inspirational, informative, and engaging content.
- Plan, produce, and create a programme of digital content to be used across all our digital channels, increasing engagement, on-boarding, and student experience with our audiences and stakeholders.

- Develop creative ideas, suggest new innovative ways of delivering digital content, and keep up-to-date with the latest digital marketing trends.
- Create video content, graphics and edit photos, working with the internal or external design teams when necessary.
- Create awareness and interest within our audiences and stakeholder groups, driving traffic to engage with digital content. Ensuring Student experience and on-boarding is at the heart of all campaigns.
- Monitor, analyse and report on the performance of digital channels/activities using tools like Google Analytics, feeding back to stakeholders and using the data to inform future activities.
- Prioritise and schedule work effectively, anticipating problems and adjusting the allocation of resources and time accordingly.
- Contribute to and work with the relevant team and stakeholders to develop, manage and implement the digital side of integrated marketing campaigns.
- Work with contractors, suppliers, and freelancers as authorised to support the role.
- Remain current with our policies and procedures.
- Attend events, committee meetings and other outreach opportunities as and when required.
- To act responsibly with data held that you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to SLT.
- Undertake ad-hoc work compatible with the post holder's status/experience as required.

PERSON SPECIFICATION

Digital Content Creator

	Essential/ Desirable	Assessed by: A = Application I = Interview
Experience & Qualification		
Degree level or equivalent in Marketing, Communication or Digital Marketing	D	A
Knowledge and Experience		
Knowledge and experience of running digital marketing campaigns.	E	I
Experience of working with stakeholders and building long term productive relationships.	E	I
Experience developing and managing social media campaigns across channels such as Twitter, Facebook, LinkedIn and Instagram, using tools like AgoraPulse / Hootsuite.	E	A/I
Experience using web content management systems, preferably Umbraco or .NET commercial solutions	D	A/I
Fully conversant with Microsoft Office applications, including Excel.	E	A
Experience of photography and creating/editing images, using packages such as Adobe Photoshop.	E	A/I
Experience of video production, including filming, editing (preferably using Final Cut Pro or similar) and delivering via channels such as YouTube	D	A
Understanding of digital analytics and metrics, their importance and the tools to monitor, manage and evaluate them, like Google Analytics and AgoraPulse / Hootsuite.	D	A
Skills		
Ability to communicate effectively 16 to 19-year-old students	E	I
Ability to effectively develop relationships with students, staff and external stakeholders.	E	I
Credible and highly effective presentation and interpersonal skills	E	I
Excellent customer service skills.	E	I
Personal Attributes		
Flexibility in approach and willingness to support the wider team and colleagues	E	I
Enthusiasm, and wanting to learn and develop as a professional	E	I

	Essential/ Desirable	Assessed by: A = Application I = Interview
Ability to form strong and effective links with people at all levels.	E	I
Ability to influence others to engage with the college.	E	I
Ability and initiative to find successful solutions to problems.	E	I
Energetic, engaging and enthusiastic.	E	I
Ability to priorities and meet deadlines within a busy environment	E	I

- Please note the role will require you to work some evenings to facilitate interviews or events, and occasionally weekends with advance notice.

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

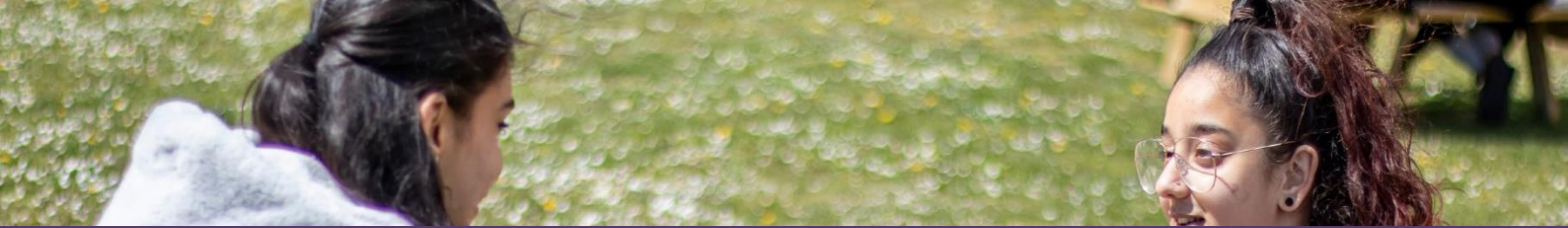


As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.

STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity / Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme
- available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.