

# MONOUX SIXTH FORM COLLEGE

## Assistant Media Technician Application Pack



**MONOUX**  
SIXTH FORM COLLEGE



@MONOUXCOLLEGE



# 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 which includes classrooms and a mock hospital ward and court room, along with new science laboratories. We have recently refurbished the theatre for performing arts, the staff room and conferencing spaces, and updated the College's Wi-Fi provision. We are planning improvements this year to other aspects of the college's infrastructure: bathrooms, 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

We wish to appoint an inspirational individual to assist the Media Technician and support the Creative and Digital Pathway students and staff with Media, Graphics and Photography courses. The successful candidate will be required to provide practical and technical support with the use of equipment and facilities before, during and after lessons, and for assessments and examinations.

## 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](mailto:recruitment@sgmc.ac.uk)

**Closing date for applications:** Wednesday 18<sup>th</sup> March 2026 by **10am**

**Interview Date:** W/C Monday 23<sup>rd</sup> March 2026

**Start Date:** As soon as possible

# 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

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<b>JOB TITLE:</b>	Assistant Media Technician
<b>REPORTING TO:</b>	Pathway Leader – Creative and Digital
<b>ACTUAL SALARY:</b>	Scale 4, £12,657 - £13,426 approximately per annum (pro rata of full time equivalent £29,333 - £31,115 per annum)
<b>HOURS:</b>	18 hours per week across 5 days, term-time only / 45 weeks per year (0.43FTE)

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## Job Purpose

- To support and assist the Media Technician.
- To support Creative and Digital Pathway staff with the provision of Media, Graphics and Photography courses.
- To support Creative and Digital Pathway students with Media, Graphics and Photography.
- To assist with the use and maintenance of Media, Graphics and Photography equipment.

## Main Duties

### Media

- Assist with setting up media facilities and equipment for students and staff, and for use in lessons, assessments and examinations.
- Assist with the training, instruction and support of students and staff in the use of equipment and facilities.
- Assist in ensuring that media equipment is stored safely and securely when not in use.
- Assist in carrying out routine maintenance of media equipment and resources, reporting any faults where necessary.
- Assist with software updates, when necessary.
- Assist in ensuring that all facilities and equipment are working effectively. This includes ensuring that batteries are charged for equipment that requires batteries.
- Assist with cleaning equipment, and keeping all equipment areas free of health and safety hazards.
- Assist with the ordering of equipment and resources.
- Assist with the planning and scheduling of daily and weekly tasks.
- Assist with operating and monitoring an effective booking system for media facilities and resources, and signing equipment in and out.

### Photography & Graphics

- Assist with setting up photography studios and equipment for students and staff, and for use in lessons, assessments and examinations.
- Support students and staff with the training, instruction and use of photographic & printmaking equipment and facilities.

- Ensure that photographic equipment & graphics tablets are stored safely and securely when not in use.
- Carry out routine maintenance of photographic & graphics facilities and equipment, reporting any faults where necessary.
- Assist with checking that all facilities and equipment are working effectively. This includes ensuring that batteries are charged for equipment that requires batteries.
- Assist with cleaning photographic & printmaking equipment and facilities, and keeping all equipment areas free of health and safety hazards.
- Assist with the ordering of equipment and resources.
- Assist with operating and monitoring an effective booking system for photographic facilities and resources, and signing equipment in and out.

### **Other**

- Provide support for the Performing Arts staff and students, when required.
- Assist with the set up and recording of performances, when required.
- Assist with the set up and use of theatre and audio-visual equipment, when required.

This job description may be amended from time to time as business needs develop or change. Any changes will only take place following consultation with the post holder.

### **General Responsibilities:**

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

# PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: Application (A) Interview (I) Test (T)
<b>Qualifications</b>		
GCSE Maths and English at Grade 4/C or above, or equivalent qualifications.	E	A
Relevant qualifications in digital media and/or, graphics and/or photography.	D	A
<b>Experience</b>		
Relevant professional experience in digital media applications and equipment.	E	A/I/T
Experience of using media equipment either for professional practice or in an educational context.	E	A/I/T
Experience of the Adobe Creative Cloud software suite, and operating and maintaining Apple Mac computers.	E	A/I/T
Experience in the use of graphics and photographic equipment and resources.	E	A/I/T
Experience in setting up and maintaining media, graphics and photographic equipment, resources and facilities.	D	A/I
Experience of maintaining records and tracking systems.	D	A/I
Previous experience of working as a Technician in a comparable environment.	D	A/I
Experience in using theatre and audio-visual equipment.	D	A/I
<b>Skills &amp; Abilities</b>		
Excellent verbal and written communication.	E	A/I/T
Good organisational skills.	E	A/I
Good interpersonal skills with the ability to communicate effectively with staff and students.	E	A/I/T
Ability to plan, prioritise and schedule effectively to meet deadlines.	E	A/I
Ability to train and support students in the use of media, graphics and photographic equipment.	E	A/I
<b>Knowledge &amp; Understanding</b>		
Knowledge of Health & Safety with the ability to carry out risk assessments.	E	A/I

An understanding of 16-19 education.	D	A/I
Understanding and commitment to safeguarding and equal opportunities.	E	I
<b>Personal Attributes</b>		
Adaptable and flexible work approach.	E	I
Communicates with integrity and sensitivity.	E	I
Maintains professional credibility.	E	I
Embraces and contributes to innovation/new ideas.	E	I

# 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 on the Sixth Form College Support Staff Pay Scale
- Local Government Pension Scheme - 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 coffee shop
- Blue Light discount scheme available for all staff via the Blue Light website
- Staff EAP – with dedicated telephone counselling
- 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.