

Position Description

Title: Videographer – Content Creator



This Position Reports to: Communities and Marketing Manager

Department: Communities and Marketing

Date: November 2022

PREAMBLE

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.

We expect you to support the philosophy and aims.

PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform and which could reasonably be considered relevant to the position.

DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

Goals: To ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment.
 - Compliance with the Student Protection Policy and Procedures
 - Complying with established industrial relations practices and requirements.
 - Delivering a high quality of service.
 - Identifying and assessing the needs and expectations of others.
 - Encouraging the achievement of individual educational excellence with students.
 - Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
 - Ensuring that the well-being of all students in the program is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
 - Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.
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STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

GENERAL DUTIES AND RESPONSIBILITIES

Overview:

This role is responsible for identifying, planning, filming, and editing content on and off campus or as directed in support of the Communities and Marketing strategy and community engagement activities. The role will require a high level of creative thinking, shooting and editing skills as well as the ability to turn material around quickly while delivering a high-quality end product.

The role requires flexibility, creativity, and the ability to adapt quickly to changing briefs, stakeholder expectations as well as strong time management skills – the ability to meet deadlines.

This role will require video and photography setup, equipment maintenance (proper working order) as well as managing the equipment inventory i.e., cameras, tripods, microphones, etc. It is important that the incumbent remains up to date with industry trends and tools including a high degree of digital literacy to manage the postproduction, editing and distribution requirements of the role.

Key responsibilities include:

- Ability to recognise engaging content and organise for videography or photography to take place
- Ability to work collaboratively with a variety of stakeholders
- Have extensive experience in videography and photography
- Ability to balance multiple projects from end to end, including liaising with talent and organising film/photo shoots
- Strong communication skills with the ability to follow a brief
- Bring creative ideas to the table and be able to think outside the box
- Have a current driver's license and the ability to travel to off-site locations
- Distribute social media content without delay
- Basic Photoshop skills
- Ability to contribute ideas to the TSS website and social media platforms
- Willingness to learn social media reporting and produce monthly reports
- Ability to identify and capture strong still images for Southportonian and Band of Brothers
- Ability to learn School website CMS and regularly update content on the site
- Flexibility with working hours so you can attend events and sports outside of school hours

KRA: WORKPLACE HEALTH AND SAFETY

Goals: To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety practices.
- Implementing documented basic security practices.
- Implementing hygienic practices through adherence to policy and procedures.
- Preventing hygiene risks and problems through adherence to policy and procedures.

KRA: EMPLOYEE RELATIONS

Goals: To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
 - Communicating effectively in the workplace.
 - Participating effectively as a member of a team.
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- Presenting a positive image of the School.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.

KRA: SELF MANAGEMENT

Goals: To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

SKILLS AND EXPERIENCE:

- Intermediate to advanced skills in the use of Microsoft products including Excel, Word, PowerPoint.
 - Strong time management and prioritisation skills – the ability to multi-task, meet deadlines, and work within agreed timeframes
 - Professional and well-rounded written and verbal communication skills
 - Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the different departments as and when required
 - The ability to work within and for a number of teams, and in support of senior staff members – to work independently and efficiently
 - Relevant qualifications to meet the requirements of the position.
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