

Education Development Trust Job description

Job Title: Media/Technical Assistant

Group: UK Services Group

Project: London Connected Learning Centre (CLC)

Reports to: Teaching and Learning Consultant

Usual or main location(s): London CLC & London schools

Contract: Casual hours

JOB PURPOSE

- To assist the CLC curriculum team in delivering pupil workshops using technology with London schools.
- To provide additional support to CLC tutors as required including workshop preparation and/or post-production for multi-media sessions.
- To carry out any other relevant duties as required.

PERSON SPECIFICATION:

- Knowledge and understanding of a range of digital tools/software and/or willingness to attend IT training.
- Ability to communicate effectively with a wide range of client groups including teachers, pupils, parents and colleagues.
- Ability to work independently and within a team.
- Some experience of teaching or supporting learners either formally or informally is desirable.
- Clean driving license is desirable.
- Satisfactory attendance record (normally less than 5 days absence in a year) but taking into account individual circumstances.
- A satisfactory enhanced DBS check will be a condition of appointment.