# Media Technician

8 hours per week, over 2 days

Term-time only (39 weeks per year)

# Application Pack

Woking College

# Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1800 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre (2014), a new Art building (2015) and a modern and larger Science Building (2016). A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

N. Razaq

Nuweed Razaq
Principal

WOKING AND PROUD

Woking College

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# The Role

The College is looking to appoint a part-time Media Technician (term-time only) to provide high-quality support to both staff and students, providing technical expertise and maintaining specialist equipment. The successful applicant will be proactive, technically skilled, approachable and passionate about media production and education, who can contribute positively to a collaborative and creative departmental environment.

This position involves a strong focus on supporting teaching and learning, providing hands-on technical support to both staff and students, and will assist in group workshops focused on filming, editing and the use of relevant software, therefore enabling students to develop practical media production skills and overcome technical challenges. The successful candidate will develop supporting resources, such as user guides and troubleshooting materials, to enable students to work more independently and confidently with media equipment and software and will be responsible for the maintenance and management of audio-visual equipment.

The College has a strong sense of community, and we are looking for an exceptional candidate who will make a positive contribution to the department. We have high expectations of all our staff, and candidates should be able to demonstrate both their suitability for the role and their alignment with the College's values. After reviewing the job description, we strongly encourage applicants to explore our website to gain a deeper understanding of our ethos, ambitions and vibrant community.

**Start Date:** Tuesday 25 August 2026 **–** or as soon as possible after this date

**Hours**: 8 hours per week, over 2 days per week, term-time only (totaling 39 weeks per year).
Hours will be worked across the middle of the day to ensure support is available across the lunch period.

For info, the standard College day is Monday to Friday from 8.30am to 4.00pm.

**Salary**: Actual pro rata salary: £4,921 pa inclusive of fringe allowance for 8 hours per week, term time only
FTE £26,500 pa, inclusive of fringe allowance

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# The Department

The Media and Film Department is a vibrant and highly successful area of the college. Following successful student recruitment the department offers a wide range of A Level and Vocational courses, all of which require students to create print and moving image productions. Wider opportunities are offered to students outside of the curriculum, with students regularly entering National Film Competitions and producing projects for local community groups.

The department hosts a range of extra-curricular activities, including recent trips to Sky Sports and Pinewood Studios, and guest speakers from local universities and returning alumni. Our expectations are high and our students value the support that the department offers to ensure they excel and meet their potential. This includes regular study support workshops, bookable 1:1s for personalised support, target setting and an intensive revision programme, as well as focusing on exam skills and improving literacy.

2025 exam results were excellent with a 100% pass rate in Media Studies, Film Studies and Digital Media. All students studying Vocational Courses undertake work experience and are supported in this by the department and the Work Experience/Careers team, who also provide extensive support for progression to university, apprenticeships or students going straight into the workplace.

The Media Department offers the following courses:

- A Level Media Studies (EDUQAS)
- A Level Film Studies (EDUQAS)
- CTEC Digital Media – Extended Certificate (Level 3)
- Digital Media – BTEC Level 2 Certificate
- Digital Media – BTEC Level 2 Diploma

The department is located on the ground floor of the main College building and offers 3 spacious classrooms, an editing suite, Media Studio and a department workroom, and the team consists of a Head of Department plus 5 teaching staff. Most teaching staff at the College are tutors and there is dedicated tutor group time each week with a pastoral programme, overseen by the Heads of Year team.

# Job Description

**Post Title:** **Media Technician (Part-time, Term-time)**

**Responsible:** **Head of Department**

**Job Purpose:** **To work with the Media department to maintain the efficient running of the department**

**Job Responsibilities:**

1. To support both staff and students in the efficient and innovative use of IT in the curriculum.
2. To provide technical support for the teaching of Media Studies including one to one support with staff and students
3. Assist with filming, editing and software related workshops and question and answer sessions with groups in the Media Department.
4. To identify and produce resources and guides for students to refer to for common problems and issues arising from the use of equipment and software in the media department.
5. To maintain audio visual equipment, Macs and video and photo cameras.

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6. Maintain and facilitate the upkeep, use and booking of the TV studio.
7. To support and promote the college by attendance at occasional open events.
8. To act at all times in accordance with the College's Equality & Diversity policy.
9. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
10. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
11. To take part in the training programmes provided by the College and agree to the process of professional reviews.
12. To undertake any other particular duties, which may be reasonably assigned to you by the Principal from time to time.

# Person Specification

**Essential:**

- An interest and commitment to work with young people in a college environment is essential.
- Experience within the performing arts and/or media field is essential, and in a school or college environment is desirable.
- Good interpersonal skills.
- Self-motivation.
- Good planning and organisational skills.
- The ability to prioritise and manage projects independently within a team environment
- Ability to work under pressure, for example there will be times when equipment/materials are required at short notice.
- A willingness to work flexibly and assist others when requested.
- A willingness to develop new skills
- An understanding of Health and Safety procedures
- Due to the nature of the role an ability to carry out manual lifting and moving of equipment is desirable.

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# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our Ofsted inspection in October 2022, Ofsted stated that:

> *"Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family."*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere
- Laptop for all teaching staff

**S7 Consortium:**

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: S7 Professional Development Video

**Benefits include:**

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions

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# Application & Selection

Application forms are available to download from our website: Staff Vacancies CVs will not be accepted on their own.

Applicants must be able to evidence their **Right to Work in the UK** - the College is unable to sponsor work visas.

We would like to see your passion for the role in your **supporting statement**, please use this opportunity to include:

- personal skills and previous experience that are relevant to this role;
- what you will bring to the College community, and reasons why you feel you would be successful in this post;
- Training you have undertaken to enable you to be successful in your current role;
- Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working".

**Completed application forms/queries:** recruitment@woking.ac.uk

- **Closing date:** **9am, Wednesday 2 September 2026**
- **Interviews:** **to be held shortly after the closing date**

Shortlisted candidates will be notified and invited to interview, full details of the interview process will be provided, and references will be requested.

All applicants will receive acknowledgement of their application, however, please note that it is not possible to inform candidates who have been unsuccessful at short-listing, due to time constraints.

# Safeguarding

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The College encourages all candidates to be familiar with the following documents, which are available to view on the College's Staff Vacancies page:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2025 (an updated KCSIE will be available from 1 September 2026, and updated on the College website accordingly)
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

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