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**Teaching Assistants**

Role Title:	<b>Teaching Assistants</b>
Contract:	Freelance, Flexible
Salary:	£16 per hour
Location:	MetFilm School Leeds, Prime Studios
Reporting to:	Principal, MetFilm School Leeds
Start Date:	September 2022

To apply for this role please send a CV and cover letter to [jobs@metfilm.co.uk](mailto:jobs@metfilm.co.uk), including the title of the role in the subject line, by Thursday 12<sup>th</sup> May 2022.

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**Teaching Assistants**

**About the Role**

We are recruiting freelance Teaching Assistants with specialist skills in cinematography, sound, production management, assistant directing, set design and location management to support the delivery of accredited and non-accredited courses.

Teaching Assistants work closely with Course Teams, Kit Room and tutors to support curriculum delivery and student engagement.

You will have good communication skills, a customer focused approach as well as the ability to work under pressure.

**About MetFilm School**

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

MetFilm School has opened a new campus in Leeds, with courses beginning in September 2022. We will offer 2 undergraduate programmes (BA Content, Media & Film Production and BA Acting for Screen) and 3 postgraduate programmes (MA Directing, MA Cinematography, and MA Screenwriting) in Leeds, beginning in September 2022.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

## Key Accountabilities

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- To competently aid the student's learning through focused support in line with curricula requirements
- To prepare the classroom and resources to ensure material for students and tutors is ready when required
- To assist with a range of administrative duties to ensure supporting materials are available for students and tutors
- To inform students of Health & Safety parameters to encourage a good, safe working environment
- To support tutors and students with requests in a timely and positive manner in line with positive approach to student experience
- To accurately provide feedback to the Education team to ensure student experience is conscientiously monitored
- To diligently communicate with Course Leaders to ensure teaching assistant support is consistent with curricula delivery

*You may also be required to carry out other duties in keeping with the nature of the post as directed by, and agreed with your line manager.*

## Knowledge and Qualifications

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### Essential

- High level of written and verbal communication
- Undergraduate degree in relevant subject area
- Knowledge of film, television and creative media industries.

### Desirable

- Experience of working in an educational environment.
- First Aider
- Fire Warden

## Skills

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### Essential

- Awareness of Health & Safety key practices in respect of film production
- Ability to multi-task in a fast-moving environment
- High level of problem-solving capability, with the personal skills, initiative and drive to achieve solutions
- Ability to engage with and respond positively to students and staff
- Ability to communicate and collaborate with internal and external stakeholders

## Experience and Achievements

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### Essential

- Working in a role that requires excellent communication skills

### Desirable

- Experience of supporting the delivery of FE or HE courses
- Experience working in the creative industries