
Summary

Met Film School is one of the largest film schools in Europe, running BA and MA programmes in practical filmmaking for some 350 students across our London and Berlin campuses, as well as a portfolio of non-accredited courses.

Our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School. 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.

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

To apply please email jobs@metfilm.co.uk with a CV and a letter of intent.

Key Responsibilities

- 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

Rate of Pay

The hourly rate payable is £16 p/h. Payment is net of tax and national insurance deductions.

Person Specification

Knowledge and Qualifications

Essential

- high level of written and verbal communication
- Knowledge of film, television and creative media industries.

Skills (professional, technical, managerial, practical)

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 (paid or unpaid)

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