**JOB DESCRIPTION**

**Position:** Graphic Designer – Whole Trust

**Scale:** Grade E – NJC 7 to 11

**Hours per Week:** 37 Hours per Week – Term Time only plus specified days (39 weeks per year)

**Responsible to:** Chief Executive Officer

**PRINCIPLE RESPONSIBILITIES:**

To be responsible for designing and developing visually engaging content across all promotional materials which effectively communicates the ethos, vision and values, achievements and events to our students, parents and the wider community, across the whole Trust, including the individual schools within the Trust.

To deliver a professional graphic design across a range of disciplines for print and online applications and be able to run with design briefs whilst confidently managing all aspects of the design process.

To be proficient in the use of a range of graphic design software suites including Adobe Creative Cloud, Illustrator, InDesign and Photoshop, with experience of other software suites such as After Effects or other animation software, photography and Office 365, which aids the timely completion of tasks associated with the role.

**Main Duties:**

* To produce vibrant, creatively designed graphics across a range of marketing materials, promotions and campaigns, for a range of print and digital media including the school website.
* To think creatively, producing new ideas and concepts, developing innovative designs.
* To ensure consistent branding across all marketing communications and campaign channels.
* To produce digital content for all social media channels and websites.
* To liaise with the internal school reprographics departments, to ensure high quality publications and literature are created, in accordance with the correct specifications.
* To work with external print companies, gathering quotes and ensuring all publications and literature are produced to a high quality that promotes the Trust.
* Working alongside our in-house IT Team and E-Learning Manager, to ensure the Trust and school websites are visually engaging, professional looking pages which are current and compliant in terms of design and content, improving communications across the Trust.
* Use the latest school website design concepts that are responsive to all devices and more importantly, built with user experience in mind.
* Support the individual school’s Head Teachers when required, to help redesign specific spaces in line with the brand for example a school reception area or corridors, which may involve liaising with suppliers and managing a budget.
* Manage conflicting priorities, multi-tasking where appropriate, to ensure the completion of tasks to specific deadlines whilst working flexibly and adapting to the changing needs of the academy.
* Retain records in accordance with the Trust’s record retention schedule and data protection law, ensuring information security at all times.

**Professional Values and Practice:**

* Exhibit a friendly and professional presence at all times, being an effective role model for the standards of behaviour expected of students.
* Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Establish and maintain constructive, collaborative working relationships with students and colleagues as part of a professional team, communicating effectively and knowing when to seek help and advice from colleagues.
* Establish constructive, working relationships with other agencies/professionals, which fulfils the requirements of the role.
* To be fully committed to own professional development and actively participate in any training and development opportunities, as required whilst reflecting upon and seeking to improve personal practice.

**General Requirements:**

* Committed to working within the academy’s policies and procedures whilst being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the academy and responding effectively whilst contributing to the overall ethos, values and aims of the academy.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Trust.
* To carry out duties in compliance with the academy’s Health and Safety policy and with due regard to Health and safety legislation and guidance, at all times.

**Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work and to be aware at all times of their responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form alongside the Freedom of Information Act 2000.

The post holder must comply with the principles of the in relation to the management of Trust records and information.

**Review and Amendments:**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the above list of duties is not necessarily exhaustive.
* All employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* This job description is subject to annual review and may only be amended after full consultation with the Trust Business Manager or Head Teacher.

***The Trust is fully committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share in this commitment.***

***As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, this position will be subject to an online search of publicly available information of the post holder and will also require an enhanced DBS disclosure.***

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| **Signature of Manager:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of Post Holder:** |  | **Date:** |  | **/** |  | **/** |  |