**CYGNET BURY**

|  |  |
| --- | --- |
| **Title:**  | **Technical Instructor (Digital Media)**  |
| **Hours of work:** | **40 hours per week (tbc)** |
| **Department:** | **Recovery College** |
| **Accountable to:**  | Recovery College Lead |
| **Responsible for:** | Developing and delivery of digital media curriculum and management of digital media resources |

**AIM:**

Work within the Recovery College Model to support people’s recovery through Mental Health Services using learning and education to provide innovative and Digital Media programmes, working with groups and individuals in our care to achieve their personal learning goals and build confidence and skills in making Digital media projects

**KEY RESPONSIBILITIES**

**Professional Practice**

1. Under the oversight of Recovery College Lead, build a digital media programme using a broad range of digital media and IT training including, Podcasts, radio production, Music production film, photography, IT skills. Work within professional Recovery College standards to plan sessions and record development and progress including delivering accredited outcomes for patients. This may include, but is not restricted to: develop, deliver and support group and 1:1 sessions, produce progress reports and supporting team and service users at corporate events.
2. Support individuals in our care to identify and work towards meeting their personal digital media creative goals and aspirations through assessment and group activity
3. Work with a degree of autonomy and as part of a team to manage a designated workload within your scope of practice and expertise.
4. Share information effectively and concisely in a range of situations (effective daily documentation; attendance at meetings to handover information; face to face handovers of information to colleagues; report-writing and session planning)
5. Maintain high levels of digital security at all times in line with cygnet policies and procedures

**Facilitation of Learning**

1. Identify own learning needs through proactive participation in regular supervision/mentoring
2. Develop learning plans and use these to deliver Digital Media sessions
3. Support Service users to engage in Co-production activities within media sessions
4. Engaging in ongoing learning, including orientation, induction, mandatory training and relevant educational/development opportunities.
5. Record relevant learning and development activities to identify the impact and benefit of your learning for yourself and those accessing your services (annual appraisal, personal development plan, supervisions)
6. Support staff, carers, and individuals in our care to learn digital media techniques and skills
7. Maintain and manage resources in classroom/ media suite and ensure resources, materials and environment are well maintained and used safely
8. Contribute to the development and evaluation of educational and vocational resources for students and individuals in our care.
9. Contribute to the supervision, mentoring and education of others (including students) with more experienced colleagues as required.

**Leadership**

1. Manage a designated digital media workload, identify priorities, manage time and resources effectively with guidance, as appropriate (Record activity on existing systems and shared drives, Use Outlook and record all activity on weekly record sheets, report weekly activities in team)
2. Suggest alternative ways to complete tasks without compromising service quality
3. Alert managers to resource issues which affect learning, development and performance (including service resources/ equipment and personal resources), identifying ways to resolve resource issues.
4. Manage own work within complex and changing systems with more experienced colleagues, responding flexibly to the changing political and economic climate locally as this impacts on service delivery.
5. Lead sessions with service users and staff in both groups and 1:1 sessions
6. Complete and provide ongoing assessment and management of risks for all Recovery College Digital Media sessions
7. Attend Ward Community Meetings, support patients to realise creative media and technical opportunities
8. Lead creative co-production projects and support team and corporate events with patients.
9. Develop and manage effective safeguarding processes for Digital Media delivery with staff and service users in line with Cygnet wider policies and processes.

**Evidence, Research and Development**

1. Research, select and apply relevant information to inform digital media practice,

with guidance from more experienced colleagues.

1. Understanding of the role and scope of Digital Media, wellbeing, recovery and safeguarding within a secure setting
2. Gather and disseminate evidence including effecting writing for a range of situations, e.g. emails, internal reports, presentations, study
3. events) with more experienced colleagues.

**Key Performance Indicators:**

1. Attend Community meetings in response to patient requests
2. Plan, develop and deliver IT skills and digital media education programmes for service users
3. All sessions to be planned and delivered with Risk Assessments
4. Maintain digital media studio and resources to a high standard, Ensure all digital media resources equipment and materials are kept clean and tidy with risk processes maintained and evidenced
5. At least 70% of TI time is spent in direct face-to-face contact with individuals
6. Recording patient contact on Pink Notes and Recovery College weekly registers and provide activity and service user feedback in Team meetings
7. Supervision and/mentoring of self and others (including students where appropriate) occurs within expected time frames
8. Provide digital media support for the team and at corporate events
9. Attend weekly team meetings

**General:**

1. To attend for work reliably and punctually and to follow a work pattern as required to fulfil the role, being flexible to the service needs.
2. To actively promote equality, diversity and co-production & challenge unacceptable behaviour and discrimination
3. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
4. To remain vigilant and do everything possible to protect individuals in our care and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes a requirement to report any incident of this nature you witness or suspect that is brought to your attention.
5. To use an appropriate level of confidentiality where personal information is involved with regard to both individuals in our care and employees.
6. To work autonomously, demonstrating effective time management and organisational skills, and proactively seeking out additional support if required.
7. To ensure the development, maintenance and dissemination of the highest professional standards of practice as expected within Recovery College protocols
8. To ensure the highest standards of record keeping in accordance with organisational policies and procedures.
9. To maintain up to date knowledge of legislation, national and company policies in relation to the specific client group; as well as wider issues affecting our delivery of a quality service.
10. Cygnet is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

***To be noted:***

* The contribution of this role:
	+ The way in which this role is carried out will have a direct and highly significant effect on the quality of the entire service provided by the company, and bear directly on how well-equipped teams feel to carry out the jobs they are employed to do.
	+ You will therefore be making a very important contribution to other employees, to matters affecting individuals in our care and their experience with us, and to the reputation and achievements of all establishments and the company as a whole.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant organisational policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of information.

PERSON SPECIFICAT ION

JOB TITLE: Technical Instructor (Digital Media)

All person specifications will be tested through the application form/CV or through the interview process. Candidates are expected to bring a portfolio/ samples of their creative work and will be expected to deliver a short session to staff and service users as part of the interview process

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment****A**: Application/ document check**I:** Interview **P**: Portfolio**S:** Sample Lesson |
| **Training and Qualifications** | 1. Digital Media Qualifications/ experience (portfolio of personal and professional Digital Media)
2. GCSE Maths and English – standard Grades or equivalent
3. Evidence of personal development in previous employment and/or education
 | * Evidence of training or education relevant to Digital Media
 | **A/I** |
| **Knowledge**  | Factual and theoretical knowledge of:1. Understand the underlying principles of Recovery Education in Mental Health settings
2. The importance of understanding how Digital Media and activity can contribute to individual sense of purpose and wellbeing and recovery
3. The importance of resource management
4. Understanding of Risk management and Safeguarding
 | Factual and theoretical knowledge of:* A good understanding of Adult learning and the role of Digital Media
* Understanding of a Forensic Mental Health settings
 | **I/S** |
| **Skills** | 1. Work with a degree of autonomy as part of a team, managing delegated activities, accepting accountability and responsibility for own actions
2. Reflective practitioner skills, able to analyse work with service users and staff utilizing this to adapt and improve practice
3. Work in partnership with others
4. Positively question own and others’ practice to create opportunities to generate new knowledge
5. Respond flexibly to changing situations, which impact on service delivery
6. Plan and manage a schedule/timetable for self and support other staff when required
7. Use company online systems for generating plans and recording progress and attendance
 | * Leading and working with others
* Evidence of working in Digital Media and delivery within a mental health setting
* Experience of using a wide range of digital Media resources
* High level of ability in using technology to record, develop and present materials, plans and reports.
 | **A/I/P** |
| **Experience** | 1. Developing and delivering a broad range of Digital Media activities
2. Adapting and differentiating activities and tasks to support digital media skill building and confidence
3. Running groups and activities
4. Working within a multidisciplinary team
5. Working with people who have diminished capacity and responsibility for their own actions
6. Motivating people to engage in meaningful activities
 | * Experience of working with people who have mental illness or learning disabilities
* Research approaches, including methods, e.g. the audit cycle, basic statistics, qualitative data.
* Developing risk assessments to support delivery of creative activities
 | **A/I/P/S** |
| **Personal attributes** | 1. A creative thinker
2. An active listener to the views of others to facilitate problem solving
3. Consider different perspectives and question yourself and others when making decisions, guided by more experienced colleagues
4. A team player
5. Able to reflect where performance of self/others should be recognized, reported or improved
 |  | **I** |