

Into Film Freelance Online Course Writer

Location:	London or working remotely
Department:	Learning Team
Fee:	£200 per day (self-employed)
Hours:	As required in order to deliver each segment
Reports to:	Learning Management System (LMS) Managers
Direct Reports:	N/A

About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development.

Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5-19-year-olds with inspiring opportunities to learn about and with film, and to develop a passion for cinema.

Role Summary

The Into Film LMS is a new online learning platform for teachers, educators, film club leaders, and in phase 2, young people. It will give teachers across the UK access to a range of training sessions that will empower them to use film in the classroom. Phase 1 will launch in September 2020 and include courses aimed at both Primary and Secondary teachers, while Phase 2, which will see the delivery of pupil-facing content, will launch in either 2021 or 2022.

Reporting to the LMS Project Managers, the purpose of the Freelance Online Course Writer role is to write online course content for Into Film. In the first instance the role will focus on the authoring of content aimed at teachers and will feature a range of subjects, including Literacy and P.S.H.E. The courses will be created as Word documents and the successful applicants will be expected to take their work through review and amendment stages to completion.

Main Responsibilities

- To write and deliver curriculum related and original online courses to a detailed brief
- To complete the work according to the deadlines outlined in the schedule
- To amend the written content as requested by the Into Film LMS/VOD team
- To train and understand the use of the new Into Film online learning platform

General Responsibilities

- Commitment to quality internally and in all dealings with main stakeholders
- Contribute to the regular monitoring and evaluation of the Into Film's work
- Commitment to equality of opportunity in line with Into Film's Equal Opportunities Policy

Person Specification

Essential:

- Experience of teaching in the UK alongside high-level writing skills
- Familiarity with the Into Film offer and a commitment to the Into Film ethos
- A good understanding of the online learning landscape across the nations
- Experience of writing online courses preferably within the UK education sector
- Demonstrable creativity and commitment to making online courses interesting
- Experience and knowledge of at least basic filmmaking
- Excellent communication, project management and organisation skills
- Experience of the Microsoft Office suite

Desirable:

- A love and knowledge of film

- A knowledge of current PSHE, media studies, film and literacy curricula
- Experience of creating teaching resources which include moving image/film

Please note that this is a freelance role and you must therefore be registered under an umbrella company or have your own Limited Company. You will be personally liable for your own tax deductions, national insurance contributions, VAT accounting and any other payments required by law. You will also be in possession of or have access to your own equipment and the necessary internet connectivity in order to undertake the role to the required standard and to sometimes tight deadlines.

All freelancers regularly working with children and member data are required to undertake and maintain enhanced DBS clearance (and/or Access NI check or Disclosure Scotland check, depending on working location), acquired by Into Film at the freelancer's expense; employment is dependent upon this.