



## Bristol Beacon, Oak National Academy Work - Project Brief 2024

**Aim:** To create lesson videos that will be available as part of the Oak National Academy Primary Music Curriculum resources, as created by Bristol Beacon and Cathedral Schools Trust which will be available to access and download on Oak Academy's free platform.

### Scope of Work

- Creation of PiP ('Picture in Picture') teaching videos for the required Units of the Primary Music Curriculum (a Unit is comprised of 6 lessons which will all require videos) You will be teaching the lesson along to the lesson slides, as created by Bristol Beacon and Cathedral Schools Trust. The PiP videos will be recordings of you teaching each lesson (1 video per lesson) as a guide for teachers and additionally serving as a lesson that could be presented directly to a classroom of children (of the relevant year group age), so these videos need to be engaging and professional.
- You will need to hold Qualified Teacher Status, a specialism in Primary Music is preferred.
- PiP videos will be created within ScreenPal software, and you will be provided with a backdrop, microphone, lighting and web-camera to be used to record these videos to the required standard. You will need your own laptop/computer on which to record these videos and send them to Bristol Beacon. You will need to have a suitable space to record these videos (without background noise etc). Videos will be checked by Bristol Beacon and Cathedral Schools Trust to ensure they meet the required standards of delivery, teaching and audio/visual quality before they are signed off.
- You will need to edit these videos into a final product, inserting additional video and audio clips as provided, cutting out any mistakes, and ensuring that the video lessons flow well.
- PiPs will need to be completed for each lesson as directed by Bristol Beacon and will need to comply with Oak National Academy's standards, and within the given deadlines.

## **Contextual and Additional Information**

Bristol Beacon and Cathedral Schools Trust are working with Oak National Academy Limited (Oak) to create Primary Music teaching resources, which will be available on Oak's platform at [www.thenationalacademy.com](http://www.thenationalacademy.com). This platform is free to use and all materials on the site can be downloaded by the general public. Oak provides free teaching resources and video lessons for schools across the UK. Oak resources are published under an Open Government Licence (see <https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>).

Any materials/resources/recorded videos you create for/us may be used in any of the following ways:

- in lesson videos, resources and information on Oak's website, at [www.thenationalacademy.com](http://www.thenationalacademy.com)
- in Oak's printed and digital activities, campaigns and communications, for example, blogs, leaflets or adverts in education magazines;
- on Oak's social media pages: eg. [Twitter](#), [LinkedIn](#), [Facebook](#) and [Instagram](#)
- in Oak's advertising campaigns, including paid adverts on social media channels
- in presentations by Oak employees at educational conferences and other external events
- in Oak's other digital channels, such as emails to people who use Oak
- By Bristol Beacon on websites and social media accounts

## **Contacts for this work**

Your point of contact for all project related matters is Ebony Love ([ebony.love@bristolbeacon.org](mailto:ebony.love@bristolbeacon.org)) and Laurie Stewart [Laurie.Stewart@bristolbeacon.org](mailto:Laurie.Stewart@bristolbeacon.org) Head of Creative Learning and Engagement. You will also be working closely with our content creators/lesson writers.

## **Fee for work**

£250 per delivery of 3 videos – which should take approximately 1 working day to complete filming and editing of 3 videos (this fee will include your work across all areas of the Unit as required: filming and editing of content, and any required meetings with content writers as needed) payable upon completion and sign off of the work. This will be £500 per Unit of lessons delivered (6 videos).

## **How to apply**

Please email a CV along with the signed consent section on this project brief below to [Elly.Hughes@bristolbeacon.org](mailto:Elly.Hughes@bristolbeacon.org) and CC in [Ebony.love@bristolbeacon.org](mailto:Ebony.love@bristolbeacon.org).

Please may we ask that you also fill out our equal opportunities monitoring data form via our recruitment portal Staff Savvy. You can do this by clicking here - [Jobs & Opportunities](#)

[| Bristol Beacon](#). Please make sure you do both these steps to ensure your application is considered.

Please note, You will need your own laptop/computer on which to record these videos and send them to Bristol Beacon (though please get in touch if this is a barrier).

The closing date for this role is 9.00am Monday 20<sup>th</sup> January.

**Consent (please sign)**

1. I consent to being filmed, recorded and/or photographed for the purposes described in this form.

2. I consent to images (video recordings, footage and/or still photographs) of me being used in the following ways

Please note that if you are unable to consent to all of the below, we will be unable to use your image.

- in lesson videos, resources and information on Oak National Academy (Oak)'s website [www.thenational.academy](http://www.thenational.academy)
- in Oak's printed and digital activities, campaigns and communications, for example, blogs, leaflets or adverts in education magazines;
- on Oak's social media pages: eg. Twitter, LinkedIn, Facebook and Instagram
- in Oak's advertising campaigns, including paid adverts on social media channels
- in presentations by Oak employees at educational conferences and other external events
- in Oak's other digital channels, such as emails to people who use Oak

3. I agree that any copyright and all other rights in my image(s) is assigned to Oak and I waive any and all moral rights in respect of my image(s) which may exist now or in the future.

4. I understand that I may take part in physical activities during the filming of video clips and the taking of photographs. I declare that I am fit and able to take part and that I will inform Bristol Beacon if there are any health concerns which may adversely affect me on the day filming takes place.

5. Bristol Beacon, Cathedral Schools Trust and/or Oak will not be liable to me for any loss or damage or injury to me or my personal property caused or suffered during or in connection with the filming unless caused by the negligence of Bristol Beacon and Cathedral Schools Trust and/or Oak.

Signed .....

Date.....

**Data processing notice:**

The security of your personal data is of the utmost importance to Bristol Beacon, Cathedral Schools Trust and Oak. For further information about how data is handled, please see:

Oak's privacy policy at <https://www.thenational.academy/legal/privacy-policy>

Bristol Beacons privacy policy at <https://bristolbeacon.org/policies/privacy-policy/>

Cathedral Schools Trust policy at <https://www.cathedralschoolstrust.org/about-us/policies-and-procedures/>

Bristol Beacon and Cathedral Schools Trust is the data controller and Oak is the processor of any personal data you provide and they will look after that data in a fair, lawful, secure and transparent manner. Whilst Oak videos and resources can currently be viewed and accessed by individuals anywhere in the world and are published on an Open Government Licence, access to the original images of you will be restricted to employees of Bristol Beacon and Cathedral Schools Trust and photographers/video editor engaged by them. Oak periodically reviews its published material and it is subject to withdrawal, adaptation, renewal and update. Oak will normally retain the information you have provided and/or the images created for a period of up to 5 years, although some images may be kept permanently once they are published and be kept as an educational resource and/or as an archive of the work of Oak over time.

You have the right to object to, restrict processing of your personal data, of access to, correction or erasure of your personal data, to portability of it, to withdraw your consent to and to complain to the ICO regarding the processing of your personal data. If you wish to exercise any of these rights, please contact [help@thenational.academy](mailto:help@thenational.academy)