



## JOB DESCRIPTION

### Orchard Village Dance - Assistant Tutor

Reporting to	Learning and Participation Producer, Orchard Village Dance Tutor
Responsible for	Group Members
Salary	£6.81 / £7.20 per hour rising to £7.44 after 12 weeks
Hours	fixed term, until 7 December (contract may be extended) Wednesday Evenings 3:45pm – 6.15pm (2 ½ hrs/week)  Immediate start – 7 December (excluding school holidays)
Notice period	four weeks

The Queen's Theatre's Learning & Participation Department seeks an Assistant Dance Tutor to assist on a partnership project at the Orchard Village Estate in Rainham. Sessions are 4-6pm on a Wednesday evening, working with children aged 6-11.

The successful candidate will have experience as a dance facilitator, working with primary aged children and will be creative, collaborative, and reliable.

#### Primary Objective

To play a key role in assisting the tutor in the delivery of the Orchard Village Dance group in order to support participants and develop the programme for the future.

#### Main Duties

To work with the tutor to deliver weekly sessions and produce performance pieces with the group for showcase.

- to take registers for the group
- to assist the tutor in warm up activities
- to liaise with parents of group members as required
- to positively engage with the young people and encourage participation
- proactively assist the tutor with theatre's discipline procedures
- to assist the group at performance events and trips at the theatre and at external events
- to attend tutor and production meetings as required
- to assist on all individual, general, technical and dress rehearsals.
- to fully liaise with the Learning & Participation Department



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#### General

To undertake training as required.

To be aware of, and to adhere to and uphold, the Theatre's policy on Equality of Opportunity.

To be aware of, and to adhere to and uphold, the Theatre's policy on Protection of Children and Young People.

This role will be subject to a Disclosures and Barring Service check.

To undertake other tasks as may be reasonably required by the Learning & Participation Producer.



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#### Person Specification

	method of assessment
<b>Essential</b>	
Experience working with children and young people in dance based settings	application/ interview
Excellent time management and communication skills	application
Ability to engage with a wide range of stakeholders including children and young people, parents, staff, supporters and creative teams.	application/ interview
Willing to work flexible hours	interview
<b>Desirable</b>	
Good working knowledge of safeguarding legislation.	application/ interview
Dance experience (as performer and/or tutor)	application/ interview
First aid at work qualification.	application

Application deadline: 12 mid-day Friday 16 September 2016

Interviews: Wednesday 21 September 2016

Please contact: [personnel@queens-theatre.co.uk](mailto:personnel@queens-theatre.co.uk) for an application form.

Tel: 01708 462362