

Job title

Academy Assistant (Highgate)

Main purpose and scope

Stage Academy Highgate is seeking a passionate and engaging Academy Assistant to help with the general supervision and management of students as well as assisting our teaching staff to deliver world class performing arts tuition for 4 to 18 year olds. The ideal applicant will be caring, patient, understanding and a great at multitasking. You should have strong interpersonal skills, as you'll be collaborating with teachers, working with students and talking to parents. This role is ideal for candidates who would like to gain valuable professional experience working within a performing arts school and would be suitable for current third year performing arts students or recent graduates. We're committed to professional development and see our Academy Assistants as the Teachers and Principals of tomorrow.

Position in organisation

Reports to: Principal

Duties and key responsibilities

Health, safety and safeguarding

- Accompany classes carefully to ensure all students are learning in a safe, constructive environment
- Reporting health, safety and safeguarding concerns promptly and appropriately to the Stage Academy principal
- To be familiar with and act within all of the Stage Academy policies and procedures for which appropriate training will be given

Supporting students

- Be a second pair of eyes and ears in the classroom to identify students who need more support
- Enhance the learning experience by advising and nurturing students to reach their full potential
- Escalate any student issues to the teacher or principal when appropriate

Supporting parents

- Engage with new parents to sell the Stage Academy product
- Engage with all parents to answer queries, take payments and escalate any issues to the principal

Supporting the Stage Academy team

- Assist with the set-up and clear away of the Stage Academy venue and classroom spaces
- Attend paid training as required and learn themed teaching materials at home as required
- Arrive promptly a minimum of 20 minutes before the first class of the day
- Arrange appropriate cover in the case of any personal absence and ensure that cover is adequately prepared
- Complete any reasonable task set by the Stage Academy principal to support academy activities

Person specification

Required skills and abilities

- Ability to build rapport with students aged 4 to 18 as well as parents and teaching staff
- Excellent communication skills
- Able to support the delivery of all kinds of performing arts classes
- Computer literate
- Great collaboration and teamwork skills

Desirable skills, abilities and qualifications

- Existing paediatric first aid qualification
- Existing chaperone licence/qualification
- Existing enhanced DBS check with children's barring list registered on the update service

Required experience and education

- Minimum of 5 GCSE's A*-C including English and Maths
- A current student of a recognised drama, performing arts, dance or music school **or** a performer with professional experience within the performing arts industry **or** an experienced teaching assistant with a strong interest in the performing arts

Desirable experience and education

- Graduate of a recognised drama, performing arts, dance or music school
- Teaching assistant experience with 4 to 18 year olds
- Experience within an administrative support or sales role

Other requirements

- Available to work from January 2020 on Saturday mornings arriving at 8.40am and finishing at 1.15pm in Highgate, North London.
- Be willing and able to pass an Enhanced DBS check including children barred list or already have this in place and have two good references for us to contact, including at least one employment reference
- Please note that you will be employed as a self-employed contractor for the purposes of this role

Application deadline and how to apply

The deadline for applications for this role is Thursday 7th November. Should we decide to take your application further we will arrange a telephone interview, should this be successful you will then be invited to a face to face interview.

Face-to-face interviews will take place in Central London throughout week beginning 11th November.

To apply send a CV, covering letter and any relevant supporting information to contact@stageacademy.co.uk for the attention of Andrew Howson. If you have any questions about the role simply contact us on the same email address or call Andrew on 07398211951.

It may be useful for you to find out more about us to support your application. For more information about Stage Academy we recommend you visit our website www.stageacademy.co.uk