

ST MARGARET'S

SCHOOL

Performing Arts Assistant

One year fixed-term contract from September 2024

Salary £18,700 per annum

We are seeking to appoint a Performing Arts Assistant who is thinking about a career in music, drama or dance. The Performing Arts Assistant will play an important part in supporting the academic life of the department and school, as well as taking on specific duties in co-curricular activities, and supporting offsite trips and drama/musical/dance activities.

It is not essential that applicants have studied Music, Drama or Dance to degree level, and we welcome applications from school leavers too.

Closing date for applications: Monday 24 June at 5:00pm

Interviews to be held: Monday 1 July

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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JOB DESCRIPTION **PERFORMING ARTS ASSISTANT**

Reporting to: Director of Music / Head of Drama

Main Duties and Responsibilities

Administration related to music and drama productions.

Support with the running of after-school and weekend rehearsals and showcases by providing technical and practical support as needed.

Working alongside the Head of Drama and Director of Music in the organisation and planning of Performing Arts events.

Assisting in the running of ABRSM and LAMDA exams and working alongside our Performing Arts Administrator.

Opportunities to lead co-curricular music and drama activities, in accordance with the skills of the successful applicant.

To assist in the supervision of pupils before, during and after school as part of the School's duties roster, including after school study supervision and supervision of pupils at meal times.

To assist in the delivery of after-hours activities.

To support residential and non-residential educational visits and trips, including weekend concerts.

To ensure high standards of behaviour from pupils at all times, making use of the school's systems of rewards and sanctions.

Opportunities to observe and support lessons within the Music, Drama and Dance Departments.

To model good standards of behaviour, dress and attitude to pupils at all times.

To attend relevant INSET days and some staff meetings.

To assist in the School's co-curricular programme and relevant academic enrichment activities.

To undertake specific duties in accordance with the interests and skills of each successful applicant.

To assist with any other reasonable tasks deemed necessary by the Head or members of the SMT in the daily running of the School.

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Performing Arts Assistant - Person Specification

The successful candidate will have the following qualifications, skills and attributes:

	Essential	Desirable
An energetic and enthusiastic approach	√	
Excellent interpersonal skills with the ability to relate to the whole school community	√	
Good time management with the ability to work under pressure and prioritise as necessary	√	
Excellent speaking and listening skills	√	
Clear and accurate written communication skills	√	
ICT literate	√	
Excellent interpersonal skills to deal with a range of people fairly and with respect	√	
The ability to work effectively in a team	√	
Good planning and organisational skills with the proven ability to use own initiative	√	
A flexible attitude and an adaptable, self-motivated approach	√	
An understanding of the importance of developing appropriate working relationships with young people, with the ability to define boundaries	√	
Hard working and reliable	√	
A high level of musical understanding		√
A high level of dramatic understanding		√
A high level of dance understanding		√