

WE ARE RECRUITING
OCT 2023 START

Bristol Old Vic Theatre School

YOUNG ARTISTS



We are recruiting **Young Artist Leaders** to develop and deliver tuition to young people from Bristol and the surrounding areas in Performance and Technical Theatre skills.

We are looking for people who are experienced performers, stage managers or teachers to deliver this work.

We have a fantastically diverse range of young people who join us and are proud to offer training in every aspect of making theatre: Acting, Directing, Set Design, Costume Design, Lighting Design, Stage Management, Scriptwriting, Producing, Casting.

If you feel you can inspire the next generation of theatre makers, come and work with our Young Artists!



Additional information:
Classes operate on Sunday mornings at Bristol Old Vic Theatre School, 1-2 Downside Rd, BS8 2XF between 09:30-13:00
The three terms per year are eleven weeks long with one week for half term. This equates to ten teaching weeks per term with a pay rate of £700 per term.

Classes follow the structure below:



Wings (Age 3-4)
09:45-10:00 - Registration
10:00-10:50 - Class one
10:50-11:00 - Pack up and home time

Upstage (Age 5-6)
11:00-11:10 - Registration
11:10-12:00 - Class one
12:10-12:50 - Class two
12:50-13:00 - Pack up and home time

Downstage (Age 7-9), Centre Stage (Age 10-12), Stage Left (Age 13-15) Stage Right (Age 16-18)
09:45-10:00 - Registration
10:00-10:50 - Class one
11:00-11:50 - Class two
12:00-12:50 - Class three
12:50-13:00 - Pack up and home time

Bristol Old Vic Theatre School

YOUNG ARTISTS LEADER JOB DESCRIPTION

Job Title	Young Artists Leader
Reports To	Head of Non-Degree Studies - Faye Elvin
Department	Young Artists @ BOVTS
Location	The majority of the Theatre School's activities are based at the School's Downside Road site, but with input at other relevant locations.
Hours	Sundays during term time. 09:30-13:10
Payment Terms	<p>£70.00 per shift inclusive of planning.</p> <p>This is a self employed/freelance role. Payment will be processed upon receipt of a monthly invoice. Payment will be made 14 days after processing.</p> <p>Payment will only be made for shifts completed</p> <p>As a self-employed/freelance worker, you are responsible for any and all tax due to HMRC. As such you are not entitled to holiday or sick pay and will not be enrolled in any pension scheme.</p> <p>This will be contracted as an ongoing position subject to termination regulations as set out in the contract.</p>
Notice Period	One month, once past the probation period.
Probationary Period	Four weeks.
Person specification	Essential:

- Successful experience delivering performance/technical theatre training.
- A willingness to learn about and deliver lessons in areas of theatre you may not specialise in.
- An ability to maintain high standards of professionalism at all times.
- An awareness of current developments in Performing Arts and Technical Theatre training.
- The ability to plan time effectively and to organise oneself well.
- A positive collaborative attitude to working with students, staff and parents.
- Being approachable, enthusiastic and well organised.
- Being conscientious, honest, reliable and having good humour.
- The ability to contribute to and implement decisions taken by management to support and guide students to outstanding results.
- The willingness to implement strategies promoting equality of opportunity with knowledge and understanding of the educational needs of children with additional needs and those from multicultural backgrounds.
- The commitment to strategies for safeguarding children and young people.
- Provide references that confirm suitability to work with children, reference must be provided from current/most recent employer. References from family members will not be accepted.
- An awareness of own behaviour, tone of voice and energy and how it impacts others.
- Providing the best quality service to all pupils, staff and to external customers, building genuine and open long-term relationships in order to drive up service standards.
- Taking a holistic view. Working enthusiastically and with creativity to analyse problems and innovative workable solutions.
- Identifying opportunities for innovation within the curriculum.
- Adjusting to unfamiliar situations, demands and changing roles.
- Seeing change as an opportunity and being receptive to new ideas.
- Making effective use of available resources including people, information, networks and budgets.
- Seeing the work that you do in the context of the bigger picture e.g. in the context of what Young Artists are striving to achieve and taking a long-term view.
- Communicating your vision clearly and enthusiastically to inspire and motivate others.
- Appreciating the role of others and the parts they play in the effective running of Young Artists.
- Showing commitment to your own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of Young Artists
- Planning and organising workloads to ensure that deadlines are met within resource constraints.
- Being a consistent ambassador for Bristol Old Vic Theatre School Young Artist programme.

Desirable

- Current Enhanced DBS Check
- Safeguarding qualification
- First Aid Qualification
- Fire Safety Qualification

- Experience completing Risk Assessments.
- Teaching qualification

Duties and responsibilities

Overall Responsibilities:

- To establish a safe and stimulating environment for students, rooted in mutual respect.
- To set goals and learning objectives both for individual lessons and for progress over time that stretch and challenge students of all backgrounds, abilities.
- To demonstrate consistently the positive attitudes, values and behaviour which are expected of students.
- To be accountable for students' attainment, progress and outcomes and to set realistic targets for your performance based on these outcomes.
- To be aware of students' capabilities and their prior knowledge, and plan teaching to build on these.
- To guide students to reflect on the progress they have made and use feedback to develop strategies to improve.
- To demonstrate knowledge and understanding of how students learn and how this impacts on teaching.
- To have a full understanding of how to assess a student's needs and develop appropriate support strategies.
- To devise age appropriate tasks, lesson plans and activities which encourage students to take a responsible and conscientious attitude to their own work and study.
- To have a secure knowledge of the relevant specialist subject(s) and curriculum areas and develop appropriate strategies that enhance the underpinning skills of their chosen subjects.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
- To impart knowledge and develop understanding through effective use of lesson time, making every lesson count.
- To promote a love of learning and to develop students' intellectual curiosity.
- To reflect systematically on the effectiveness of lessons and approaches to teaching.
- To have a secure understanding of how a range of factors can inhibit students' ability to learn, and to employ effective strategies to overcome these.
- To communicate regularly and openly with the management team to seek support, share successes or update on the efficacy of the sessions.
- To demonstrate an awareness of the physical, social and intellectual development of students, and know how to adapt teaching to support students' education at different stages of development.
- To have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- To use relevant data to monitor progress, set targets, and plan subsequent lessons.
- To have clear rules and routines for behaviour in teaching areas and take responsibility for promoting good and courteous behaviour both in teaching areas and around Young Artists.
- To have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

- To manage groups effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.
- To maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

Reporting

- As part of the role, brief written notes on attainment and improvement for each student will be required. These will be shared with the students at the end of each term.

Meeting attendance

- There will be one staff training meeting per term held the week after half term to collaborate, check in on progress and to share thoughts towards the end of term showing. This will be one hour and paid at national living wage.

Budgetary control

- As part of the role, resources can be requested but required to be agreed to and purchased by the Head of Non Degree Studies - Faye Elvin.

This is a description of the job as it is presently constituted. It is the practice of Bristol Old Vic Theatre School to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisations aim to reach agreement on changes, but if agreement is not possible the organisation reserves the right to insist on changes to your job description after consultation with you.

Bristol Old Vic Theatre School's approach to Recruitment and Selection:

We aim at all times to recruit the person who is most suited to the job.

Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.

All successful candidates will be required to have an Enhanced DBS check. If a candidate is selected and doesn't currently have one. BOVTS will obtain one on your behalf.

If successful candidates do not hold relevant qualifications, they will also be required to complete online training in Safeguarding Young People in Education, Fire Safety at Work and First Aid Basics.

Safeguarding young people is our utmost priority and therefore we will require two references in regards to working with children.

Equality & Diversity

The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, *people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.*

We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.

Selection & Assessment

We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.