



ROYAL
BALLET
SCHOOL

ASSOCIATE CENTRE COORDINATOR

OVERALL PURPOSE OF THE POST

The successful candidate will be responsible for ensuring the efficient running of the Associate classes at weekends, as directed by the Associate Programme and Primary Steps Administrative Manager.

The Associate Programme is an extensive national programme introducing the School's System of Training to young, talented students studying at private ballet and vocational schools across the country. It is divided into 4 stages: Junior, Mid and Senior and Advanced Associates.

SUMMARY OF THE ROLE

The successful candidate will be responsible for coordinating the efficient running of day to day activities for the Associate Programme, ensuring student's safety and well-being at all times. This role will be varied and fast paced ensuring all correct procedures are followed by parents and staff; whilst maintaining confidentiality in regard to all student and staff activities of The Royal Ballet School. If live classes are not able to take place the classes will be held on Zoom and the coordinator will be required to support the teacher and students using Zoom.

CONTRACT TERMS

Salary	£10.88 per hour
Hours	Saturdays on a rota basis – 9am-5pm
Location	The Manchester College, Shena Simon Campus
Annual Leave	All annual leave is to be taken outside scheduled Saturdays
Line Managed by	Associate Programme and Primary Steps Administrative Manager

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

- Meet parents and students, ensuring that the correct welcome process is followed
- Supervise children once the parent leaves, while they change and around the building into their studio as required and directed by the teacher
- Ensure that students are collected by parent/guardian and are not left unattended at any time
- If a student has not been collected, follow the correct procedure
- Escort students to the toilet where necessary and supervise if appropriate
- Assist any child taken ill or injured in class, under the direction of the class teacher
- Pass messages to the class teacher and a brief account of how the day ran, informing her/him of any problems or concerns
- Pass on messages to parents as required
- Deal with spare uniform items as necessary
- Deal with any lost property as required
- To assist teachers and other staff in the event of a fire emergency
- Ensure Covid measures are followed if required
- Any other duties as may reasonably be required and that fall within the scope and range of the job
- Complete the electronic register making notes as required

IF ON ZOOM

- Remotely admit staff and students to meetings
- Complete the electronic register making notes as required
- Monitor the students during the class and support students as required
- Ensure the correct procedures are followed to ensure the safety of the students

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Excellent communication skills, diplomacy and confidence in liaising with a wide range of people including children and young adults
- Ability to prioritise work and remain calm in a busy and demanding environment
- Able to work flexible hours as the job demands
- Access to the internet/emails from home for information purposes and supporting Zoom classes
- Empathy with the aims and ethos of the School

DESIRABLE CRITERIA

- First Aid training
- Child Protection Level 1 training
- An interest in ballet

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.