



ROYAL
BALLET
SCHOOL

ASSISTANT LEARNING MANAGER (NON-DEGREE PROGRAMME) 0.5FTE

OVERALL PURPOSE OF THE POST

The Assistant Learning Manager will support the Learning manager in the construction, delivery and annual review of the 'non-degree' academic programme offered to all students in Years 12 & 13. Currently, this includes, but is not limited to, AS and A-levels, the Extended Project Qualification, level 2 and level 3 online courses from a dedicated provider and overseas diploma programmes.

SUMMARY OF THE ROLE

To be an integral part of the academic team at the Upper School, as both a teacher/mentor and academic tutor, delivering inspirational support/guidance and mentoring that motivates young people to achieve their very best. To deliver the non-degree academic programme and to promote the programme within the School and within the wider communities of teachers, parents/guardians and Governors.

CONTRACT TERMS

Salary	£29,000 - £34,000 (1.0 FTE) per annum with consideration of knowledge, skills and experience
Hours	Monday-Friday inclusive, 8.15am to 12.15pm
Location	Upper School, Covent Garden
Duration	Permanent
Line managed by	The Learning Manager, Senior Teacher at Upper School and the Academic & Pastoral Principal
Line manages	None
Key contacts	Working closely with the lead teachers for SEND, EAL and those teaching on the degree programme in the best interests of the students
Budgetary responsibility	None

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-centred 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, behaviour, 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

- To support the learning manager in fulfilling the aims and objectives of the non-degree academic programme and to deputise for the learning manager in their absence

Under the guidance of the learning manager, they will assist in achieving the following:

- To keep under review the non-degree academic programme, updating and improving where appropriate.
- To liaise with online providers and deal with the administration that arises.
- To source and organise visits of external tutors as agreed with the Academic & Pastoral Principal
- To keep under review the work of any visiting tutors
- To ensure adherence with all school policies and to update appropriate policies when required
- To support fully the aims and ethos of the school
- To contribute to the highest academic standards at The Royal Ballet School
- To produce relevant documentation and information for students, parents and professional colleagues as required
- To produce an annual review of the programme and a programme handbook
- To provide information on the programme for the School's website
- To create bespoke academic programmes for students as required.
- To supervise the progress of students in their care and offer professional guidance and support as necessary.
- To liaise with the senior teacher at the Upper School on a regular basis to ensure student progress is managed and supported across both the degree and non-degree programme.

- To produce academic reports for students as required in the normal cycle of the school.
- To liaise with parents as required.
- To liaise with the examinations officer to ensure entries are submitted in a timely and efficient manner.
- To manage and be responsible for their budget and ensure best value.
- To attend parents' meetings as required
- To attend academic meetings as required and to chair if requested to do so
- To attend assemblies
- To act as an academic tutor where necessary (see below)
- Contributing to departmental activities such as displays, trips, curriculum resources, and to assist where necessary with supervision for artistic activities.
- To provide cover for absent colleagues where necessary
- To register students where necessary

TUTORING:

All academic staff are expected to act as an Academic Tutor which includes:

- Being the prime point of contact for all academic matters
- Monitoring and supporting academic attainment and effort
- Meeting regularly with tutees to set and review targets on a half-termly basis
- Reporting on academic progress at Progress and other relevant meetings
- Liaising with house and artistic staff over academic progress as needed
- Writing reports as required by the Reporting & Assessment Policy
- Proof-reading reports for all tutees' reports
- Proactively communicating with parents on academic matters
- Delivering PSHE as per timetable during tutor sessions and assemblies

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- An experienced teacher of VI Form Students
- A recognised teaching qualification
- Strong communication skills and able to develop effective relationships with young people, their parents and colleagues
- Capable of maintaining correct professional etiquette and courtesy with students, parents and colleagues
- The flexibility and proactivity of approach needed to contribute effectively to the running of a small school
- Excellent IT skills with experience in using Microsoft Office programs and interactive teaching applications
- The commitment to teaching in an all-ability environment where differentiation is key
- The desire to motivate excellent achievement for students requiring SEND/EAL support
- The passion and dedication to set the highest standards for all the young people you teach/mentor
- Empathy with the aims and ethos of the School
- Experience of online teaching and learning
- Ability to adapt to new methods of teaching and learning
- Ability to learn quickly

- Excellent organisational skills with meticulous attention to details

DESIRABLE CRITERIA

- A desire to be involved in boarding
- Experience of teaching with SMART boards and other digital technologies

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.