



ROYAL BALLET SCHOOL

JOB DESCRIPTION

TEACHER TRAINING COORDINATOR

OVERALL PURPOSE OF THE POST

To take responsibility for coordinating and administering the teacher training programme, including the Affiliate Training and Assessment Programme, in conjunction with co Teacher Training Coordinators and with the support of the Teacher Training Managers.

SUMMARY OF THE ROLE

This role would suit a confident, experienced and highly organised dance administrator seeking to work within the field of dance training. This person will be involved in the day to day administration of the programmes. A strong experience of administration and project delivery and being adept at building relationships with all stakeholders are essential to the success of the role. A flexible and supportive attitude is key to ensuring that every area of the programme is delivered to the same consistent high standard. The job requires someone who is committed to the development of dance teacher training and classical ballet training in the recreational sector, with a can-do attitude and who enjoys being part of a team.

CONTRACT TERMS

Salary	£22,400
Hours	28 hours (4 days) per week (with any additional work compensated by TOIL). Option for flexible working arrangements in agreement with line manager.
Location	Upper School, Covent Garden
Duration	Permanent
Line managed by	Affiliate Training and Assessment Programme Manager
Key contacts	Head of Training and Access, Senior Teacher Training Manager, Teacher Training staff, HR, Marketing and Finance teams

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

- Coordinate a range of activities for teacher training programmes as assigned, including training courses, workshops, seminars, webinars, applications, assessments, graduation ceremonies and special events
- Manage all administration for programme activities including planning and scheduling, organising staff, marketing, managing applications, payments, communications, ensuring consistency in delivery and completing post-activity administration
- Maintain positive relations with all stakeholders to ensure the effective delivery of the programmes
- Work with the Support and Technical Services team to arrange building requirements for training activities and ensuring health and safety procedures are adhered to
- Work with HR to contract freelance staff as required
- Work with the Marketing and Communications Department to produce marketing information for print, website and publicity regarding specific activities and ensuring timely and clear communications about the departments work both internally and externally
- Support the Teacher Training Managers in making efficient use of the database and utilizing online technology to streamline data processing, making a more efficient service
- Support other departments with internal events and performances where time permits
- Any other duties as may reasonably be required and that fall within the scope and range of the job.
- Attend school meetings and INSETs as required

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Excellent, proven administration experience ideally gained in an environment with multiple programmes in a busy and varied office
- Proven experience of project delivery from conception to completion ideally gained in the arts
- Excellent organisational skills with experience of prioritizing work and managing conflicting deadlines
- Demonstrable experience of event management
- Clear knowledge of or interest of ballet and/or dance in education
- Capable of supporting others in a variety of areas as well as working independently and autonomously when the job requires
- Excellent interpersonal and communication skills, able to build supportive relationships with internal and external stakeholders
- Able to represent the school and confidently promote the work of the department
- Strong working knowledge of Windows PC systems and Microsoft Office programs
- Familiar with database systems or experience of learning news systems quickly
- Willing to work collaboratively across the department and externally
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role
- Willing to travel and work unsociable hours
- Empathy with and a commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- Educated to degree level in dance or the arts
- Experience of working in an arts or educational organisation

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.