



ROYAL  
BALLET  
SCHOOL



# JOIN OUR TEAM

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WORK AT THE ROYAL BALLET SCHOOL

# ABOUT US

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We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

## OUR VALUES

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**ACTIVELY  
WIDENING  
ACCESS**

**OUR HERITAGE  
NOURISHES  
OUR FUTURE**

**STRIVING FOR  
EXCELLENCE**

**NURTURING  
INDIVIDUALS**

**ALWAYS  
INNOVATING**

# WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

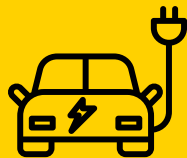
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for Primary Steps and Intensive Courses.

Across our sites, there are a total of 280 employees. Wherever they work, our team respect each other, knowing everyone has a unique part to play in our organisation's mission. Our workspaces are friendly, welcoming and inclusive. Our employees share a passion for the arts in society and for supporting individuals to reach their full potential.



**GENEROUS  
PENSION  
SCHEME**



**TECH AND  
ELECTRIC  
VEHICLE SCHEME**



**CYCLE TO  
WORK  
SCHEME**



**EMPLOYEE  
ASSISTANCE  
PROGRAMME**



**LEARNING AND  
DEVELOPMENT  
OPPORTUNITIES**



**SEASON  
TICKET  
LOAN**



**GENEROUS  
ANNUAL  
LEAVE**



**DISCOUNTS  
OFF A VARIETY  
OF BRANDS**



**ASSISTANT  
HOUSE  
PARENT**



# APPLICATION DETAILS

## LOCATION:

Aud Jebson Hall, Pimlico, London

## SALARY:

£28,087.50per annum

## INTERVIEW DATE:

W/c 15 April 2024. Early applications are advised as shortlisting on submission of application.

## START DATE:

1 September 2024

## APPLICATION CLOSING DATE:

12 April 2024



## OVERALL PURPOSE:

To be a vital part of the AJH House Team at Upper School in delivering excellent, compliant, pastoral care for the students in that House.

## SUMMARY OF THE ROLE:

The successful candidate will be responsible for supporting and deputising for the Housemistress of AJH (Years 12 and 13) at Upper School, ensuring that students have a secure and supportive 'home from home' during term time. Suitable training and ongoing support will be provided.

## HOURS:

Full-time with two evenings per week and three weekends per term (plus exeats) off duty (although staff may be called upon in an emergency). For clarity the working week runs from Sunday evening until Friday and the weekend constitutes Saturday. This situation reflects current working rotas, however flexibility is required on occasion as these may have to be adapted to meet operational requirements. Every effort will be made to provide a 24 hour period of non-contact time per week. Where this may not be possible for timetabling reasons, then suitable arrangements for substantial periods of non-contact time will be made. This situation reflects current working rotas, however flexibility may be required on occasion as these may have to be adapted to meet operational requirements.

There is a requirement to provide two weeks of cover during the Spring and/or Summer Intensive Courses.

House staff must be resident during term time (even on nights off), in case of emergency, but may ask permission from the APPW for occasional absences for special occasions. No holiday may be taken during term time, the last week of the summer break or when there is planned Inset.

## **MAIN DUTIES**

- Ensuring The Royal Ballet School's 'Boarding Principles'\* are effectively implemented in the day to day life of the House
- Being a part of creating a structured, secure but enabling community in House where students can grow and flourish artistically, academically and as a human being
- Delivering the procedures and policies required in the 'Boarding Handbook'\*
- Implementation of compliance checks for the House
- Contributing to an effective trips & activities programme for students during boarding time
- Being part of an effective, proactive and caring House team with student welfare at its' heart
- Care and support of boarders outside of the routine of the School day
- Support of the medical cover
- Undertaking a day time role in support of the pastoral and broader life of the School that might include relevant administration, parental liaison, support of medical cover, mealtime registers and supervision, liaison with Support Services, helping with special events etc.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

- Pastoral experience in a 16 +, coeducational boarding environment or a previous residential role involving the welfare and wellbeing of young people of this age group
- The ability to communicate clearly and effectively verbally and in writing
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Good listener who can build effective relationships with students, staff and parents
- Able to establish a strong rapport with students, assert authority when needed and maintain appropriate boundaries

- Proactive in approach and able to seek advice and support in a timely fashion when appropriate
- Able to cope effectively with high levels of stress from students and parents
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role
- Committed to life in a boarding environment and a desire to support all aspects of our work
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour
- Full, clean driving license preferred.
- A good team player

## **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, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.



**CLICK HERE  
TO APPLY**

**CLICK FOR  
ASSISTANCE  
WITH YOUR  
APPLICATION**

**CLICK TO  
CONTACT US  
IF YOU HAVE  
QUESTIONS**

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.