



ROYAL
BALLET
SCHOOL



JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

ABOUT US

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

**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.

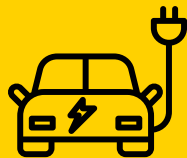
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

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**



**PRIMARY STEPS
CENTRE
COORDINATOR**

APPLICATION DETAILS

**LOCATION:**

Highfurlong School, Blackpool

SALARY:

£11.99 per hour

HOURS:

3.30pm - 7.30pm, during term time

INTERVIEW DATE:

TBC, March 2024

OVERALL PURPOSE OF THE ROLE

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

The Primary Steps programme is a national junior school programme which provides Year 3-6 (7-11 years) class groups with a positive introduction to ballet and initial creative ballet training for selected children who would not otherwise have the opportunity.

SUMMARY OF THE ROLE

The successful candidate will work as the sole coordinator responsible for the efficient running of the classes, ensuring student's safety and well-being at all times. This role will be varied and fast paced, whilst ensuring all correct procedures are followed by parents and staff and maintaining confidentiality in regard to all student and staff activities of The Royal Ballet School. The role will also include escorting children and adults around a building.

MAIN DUTIES

- Meet parents and students, ensuring that the correct welcome process is followed
- Supervise children once parents leave and around the building into their studio as required and directed by the teachers
- Ensure that students are collected by parent/carers 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 teachers
- Pass messages to the class teachers informing them of any problems or concerns
- Pass on messages to parent/carers as required
- Ensure waiting area is left tidy after use
- To assist teachers and other staff in the event of a fire emergency
- Print weekly documents needed for class
- Support at extra events if required
- Support at February half term creative workshop day
- Print and display signs and disseminate information to families
- Deal with spare uniform items/uniform orders as necessary
- Deal with any lost property as required
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Excellent communication skills, diplomacy and confidence in liaising with a wide range of people including children and parents
- 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
- Empathy with the aims and ethos of the School

DESIRABLE CRITERIA

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

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.

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.

**CLICK HERE
TO APPLY**

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ASSISTANCE
WITH YOUR
APPLICATION**

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CONTACT US
IF YOU HAVE
QUESTIONS**

