



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**



**RESIDENT
GRADUATE
ASSISTANT**

APPLICATION DETAILS

LOCATION:

Aud Jebson Hall, Pimlico, London

SALARY:

£17,217.97 per annum

INTERVIEW DATE:

W/c 15 April 2024

START DATE:

1 September 2024

APPLICATION CLOSING DATE:

12 April 2024

HOURS:

Full-time with two evenings off per week. For the avoidance of doubt, the boarding week runs Sunday evening to Friday and the weekend constitutes Saturday. Weekend working involves 15 weekends on duty (although staff may be called upon in an emergency). The Monday to Saturday day-time commitment will be in the region of 16 hours averaged over the term. Weekend duty includes providing support in artistic classes on a Saturday morning (on some weekends).

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.



OVERALL PURPOSE OF THE ROLE

To be an integral part of the House team in one of our boarding houses in Central London, delivering excellent and compliant pastoral care for the students in Aud Jebsen Hall as well as supporting the academic life of the school.

SUMMARY OF THE ROLE

Our Resident Graduate Assistants support in both the boarding and day to day academic support of our 1st and 2nd Year Degree Students aged 16-19, ensuring that students have a secure and supportive 'home from home' during term time. They will also have a timetable acting as a classroom assistant or supporting students on a one-to-one basis. These are residential roles and accommodation is provided in our Boarding House. Suitable training and ongoing support will be provided on an ongoing basis which is vital in the early days of the role. From waking up students in the morning until the lights go out at night, each day is completely different. This makes the role of Resident Graduate Assistant a challenging but hugely fulfilling one.

The successful candidate will be a graduate (English, History, Biology, Science, PE, Performing Arts or Dance) considering a career in teaching or a related sector.

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 and 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
- Undertaking a day time role in support of the academic and broader life of the School which may include: relevant administration, support of medical cover, mealtime registers and supervision, helping with special events and external trip etc. but will primarily be about delivering classroom- based assistance.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- English, History, Biology. Science PE, Performing Arts, or Dance graduate with an interest in becoming a teacher or working in a related field
- 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
- Conscientious with the ability to sustain long working hours during term time including evenings and weekends
- 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
- Ability to be discreet and observe confidentiality at all times
- Able to cope effectively and patiently with high levels of demands 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
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour

DESIRABLE CRITERIA

- Experience of working with students / young people in a welfare role

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**

