



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.

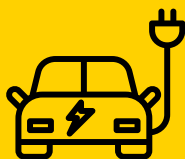
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for 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**



**TEACHER  
TRAINING  
COORDINATOR**



# APPLICATION DETAILS

## LOCATION:

Upper School, Covent Garden

## HOURS:

28 hours (4 days, 0.8 FTE) per week (with additional work compensated by TOIL)

Option for flexible working arrangements in agreement with line manager

## DURATION:

1 year FTC - Maternity Cover

## SALARY:

£26,461.99 per annum  
based on a £33,077.48 FTE

## START DATE:

September 2025

## APPLICATION CLOSING DATE:

28 August 2025



## OVERALL PURPOSE OF THE ROLE

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.

## MAIN DUTIES

- 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 utilising 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 new 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



## 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**

