



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.

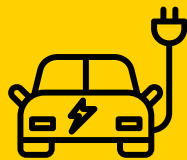
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

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 250 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**



**LEAD HOUSE
PARENT**

APPLICATION DETAILS

LOCATION:

Aud Jebson Hall (118 Warwick Way, London, SW1V 4JB) with regular travel to Upper School (46 Floral Street, Covent Garden, WC2E 9DA)

DURATION:

Permanent

START DATE:

1 January 2027

SALARY:

Circa. £43,000 per annum

APPLICATION CLOSING DATE:

11 September 2026

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). 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 equivalent periods of non-contact time will be made. When 'on call', staff should be within 30 minutes of the House and be conscious that they could be called upon to be on duty.

House staff must be resident overnight during term time but they may ask permission from the Assistant Principal, Pastoral & Welfare (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.

This position also requires two weeks of work during our UK Summer Intensive Courses.

Off Duty is free time and staff are not required to be present within the House. However, in the case of a real emergency it is expected that all staff will help out if required.



OVERALL PURPOSE OF THE ROLE

To lead and manage the House team at Aud Jebsen Hall (Years 12 and 13) in delivering excellent, compliant, pastoral care for the students.

SUMMARY OF THE ROLE

The successful candidate will be a qualified teacher (academic or artistic), or have extensive experience in managing a senior boarding house and will be responsible for the 1st and 2nd Year students at our Upper School in Covent Garden. They will ensure that our students have a secure and supportive 'home from home' during term time, as well as the day-to-day management of the House team and domestic services. Suitable training and ongoing support will be provided. This role will be in addition to a reduced teaching timetable.

MAIN DUTIES

- Lead the day-to-day running of the House, ensuring the School's Boarding Principles, Boarding Handbook, policies and procedures are consistently implemented
- Create a safe, structured, caring and enabling residential community in which students can flourish artistically, academically and personally
- Lead and manage the House team, including the Assistant House Parent and Resident Graduate Assistants, providing clear direction, delegation, supervision, feedback and support
- Promote and safeguard students' physical, emotional and pastoral wellbeing, ensuring safeguarding and health and safety requirements are consistently followed
- Act as a Level 3 Safeguarding-trained Deputy Designated Safeguarding Lead, working with and reporting to the DSL in accordance with School procedures
- Oversee and complete House compliance checks as directed by the APPW, ensuring any concerns or required actions are appropriately addressed and escalated
- Act as a first point of contact for parents and carers on routine House and boarding matters
- Ensure effective communication and liaison with the Healthcare, Catering, Pastoral and other School teams regarding students' needs and the effective operation of the House
- Provide and oversee high-quality pastoral care and support for boarders outside the routine School day

- Plan and oversee an engaging and appropriate programme of trips and activities, ensuring relevant safeguarding, staffing and risk management arrangements are in place
- Ensure effective House communication, handovers and record keeping, with significant student welfare, safeguarding, medical or operational matters appropriately recorded and escalated
- Undertake other duties reasonably required within the scope of the role, which may include academic support at the Upper School in Covent Garden.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Degree educated with relevant professional qualification and / or extensive pastoral experience at management level
- Strong verbal and written communication skills
- 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 show initiative
- Able to cope effectively with possible situations of conflict
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role
- Professional but approachable demeanour
- Empathy with the aims and ethos of the School.



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**

