



The Kings Theatre Trust Ltd

Job Description

Job Title: Classroom Assistant	Reporting to: KTAA Principal
Name of Incumbent:	Signed by Employee:
	Date signed:

Purpose

To support the logistical delivery of the programme of sessions and workshops for the Kings Theatre Arts Academy. The role would suit someone who currently works as a teaching assistant in an education, musical theatre or performance setting.

Main responsibilities;

- Provide support in sessions as directed by the facilitators.
- Assist the facilitators in executing a programme of suitable lessons and activities.
- Deputise in the absence of the facilitator.
- Ensure that the welfare and needs of all children are in line with the Theatre's Safeguarding Policy.
- To work as an effective member of the KONNECT team and promote teamwork.
- To ensure the children and young people adhere to all relevant Theatre policies and procedures at all times.
- To assist in the implementation of the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 ensuring personal compliance with specific key health and safety legislation and new systems of work.
- To undertake staff training, some of which may fall outside of normal working hours and attend meetings as directed.

This list of responsibilities is not exhaustive, and the employee may be required to perform operational duties in addition to the above.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre's activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> • Current Enhanced DBS certificate (preferably on the update system), or willing to undertake a new enhanced DBS check as a requirement for the job. • Experience of working as a Teaching assistant in a classroom / summer school / performing arts classes. • First Aid, or willing to undertake.
	Desirable	<ul style="list-style-type: none"> • Qualification/training in working with/safeguarding children. • Qualification/training in Mental Health First Aid for Children. • Qualification/training in Drama / Dance / Music (dependant upon specialism)
Special Aptitudes /Knowledge	Essential	<ul style="list-style-type: none"> • Good numeracy and literacy skills. • Experience of record keeping. • Experience of working with children and/or young people. • Good working knowledge of all H & S legislation with regards to working with and supervising young people.
	Desirable	<ul style="list-style-type: none"> • Experience of working with people with additional needs and disabilities.
Interests	Essential	<ul style="list-style-type: none"> • Working with children. • Theatre & the Arts.
Disposition	Essential	<ul style="list-style-type: none"> • Punctual & reliable. • Accepts and seeks responsibility. • Capable of performing well under pressure. • Ability and will to use initiative. • Methodical and attentive to detail. • Team player. • Able to follow instructions carefully.