Musical Director and Musical Theatre Teacher Job Pack

ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.



ArtsEd Day School & Sixth Form

Our Day School & Sixth Form is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching students to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our students enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our students a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.

ArtsEd Higher Education

ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

'The future of this country's theatre
tradition depends on centres of excellence such as ArtsEd. '
Lord Lloyd Webber, ArtsEd President

What do we offer?

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all of our students to achieve their best. We offer competitive salaries and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & wellbeing of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes the following:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support;
- contributions towards a range of therapies, including sports massage, physiotherapy and chiropractic appointments;
- contributions towards dental and optical costs ;
- 24/7 GP appointments via telephone/webcam;
- Lifestyle Discounts.

In addition, staff are eligible for the following:

- Cycle to Work Scheme ;
- a 5% matched pension (after the relevant qualifying period)).

Part Time Musical Director and Musical Theatre Teacher	
Department	Day School and Sixth Form
Reports to:	Head of Musical Theatre
Working Pattern:	Part-time (2 days per week)
Start date:	September 2025
Salary:	Pro rata and commensurate with relevant experience
ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2024 regulations and to hold an enhanced DBS.	
Summary of the role:	
	An inspiring and enthusiastic part time member of staff is sought who will be a Musical Director and Teacher of Musical Theatre; they will play a key role in a supportive, collaborative and experienced Performing Arts Team. The successful candidate will be joining a highly talented Performing Arts Team many of whom bring industry experience to the department of 26 teachers and 11 peripatetic staff. The aim of this post is to sustain and improve the quality of vocational training and education offered to our students. In the Sixth Form, the Musical Theatre pathway follows the BTEC Level 3 National Extended Diploma in Performing Arts Practice course and is an enormously popular choice with students, and we offer high-level vocational training alongside the option to study one or occasionally two A Levels. In 2021 a new KS4 Musical Theatre Pathway was introduced to provide more specialist training to students in years 9 to 11 in response to the demand for Musical Theatre skills training and to prepare students for Sixth Form study. In collaboration with the Head of Musical Theatre, the post holder will be responsible, with other members of the Department, for ensuring that the vision and ethos of the Musical Theatre courses and their implementation across the School. The post holder is expected to contribute to the varied curriculum that coversthe whole breadth of this subject. Together, all members of the Department are expected to develop the most innovative and relevant methods of delivery of the vocational and course requirements. This role will also require the successful candidate to give musical direction and assist in productions across the department and the School. In 2024, recognising our outstanding curriculum and performing arts achievements, ArtsEd was awarded a 'significant strength' by ISI, and the School won the ISA National Award for Excellence in the Performing Arts.
Responsibilities	
Department specific duties and responsibilities:	• To teach singing, musicianship and Musical Theatre to students throughout the School and in particular to those on the KS3, KS4 and 6th Form on Musical Theatre pathways. • To prepare students for external auditions for H.E. Conservatoire training, NYMT, and agreed professional work. • To design, develop and execute suitable schemes of work across the department within the curriculum and framework of the examination boards and other non-examined vocational programmes.

	• To be part of devising and implementing a rehearsal programme resulting in student productions that meet (and hopefully exceed) the expectations of a specialist performing arts school. This might result in spending additional time after school, on occasional Saturdays and in the half term breaks. • To consult with directors and choreographers in planning and delivering school productions. • To assist in the planning and management of BTEC and KS4 Musical Theatre productions. • To direct and accompany vocal groups at rehearsals, and in both live and recorded performances. • To rehearse students to be confident when performing enabling them to achieve success, be it for an exam or production. • To participate in the ArtsEd audition process including accompanying candidates. • As necessary, to assist in co-ordinating and leading backstage support and steward teams. • To strive for excellence in the quality of teaching and learning within the department and ensure that curricular records are kept. • To set and mark classwork, homework and any internal exams/assessments according to the School's marking policy; and to demonstrate knowledge of all relevant examination specifications and skills assessment, meeting all deadlines for marking and work in line with the department structures. • To create, maintain and monitor appropriate records of students' progress, learning and achievements, curricular coverage, and assessments. • To support the Head of Department in writing reports, attending parents' meetings and responding to parents' enquiries. • To advocate for and implement the School's agreed policies and procedures. • To supervise the use and care of the rooms assigned to your classes, including adherence to relevant Health and Safety regulations in studios/classrooms and other facilities. • To attend and contribute to meetings for the department and others within school, and to adhere to plans, policies and decisions made during such meetings. • To maintain liaison with classes and individual students' form tutors. **School wide duties and responsibilities:** • To ensure that health and safety issues are properly understood, and procedures followed effectively and consistently • To maintain effective discipline through the implementation of the School's agreed procedures • To take part in the Performance Management Programme. • To maintain effective discipline through implementation of the school's agreed policies and procedures. • To carry out general school supervisory duties as and when required to do so. • To attend and support Open Evenings, Parents Evenings, School performances and other relevant events. • To attend and contribute to meetings for the department and other meetings as requested
Duties and responsibilities of all Staff:	• All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct. • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the School. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.

	• Staff may also be required to undertake any additional duties as their line manager, SLT, or the Head requires from time to time. • All staff are expected to provide a safe and professional environment that is respectful and supportive of other staff members and members of the ArtsEd community. • All staff are expected to provide safe and professional environment that is respectful and supportive to all students and enables them to explore their identities under the Equality Act 2010 and in line with ArtsEd EDI protocols. • ArtsEd is committed to the safety, wellbeing and safeguarding of all students and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • Demonstrate a total commitment to safeguarding children.

Person Specification	**Essential /Desirable**	**Assessment Method**
Qualifications		
• A good Honours degree (or equivalent) in the relevant subject(s) • QTS, Post Graduate Certificate in Education • Commitment to continuing professional development	Essential Desirable Essential	Application / Interview / Task
Knowledge		
The knowledge required by the Applicant to perform effectively in the role: • An on-going understanding of developments in the teaching of Musical Theatre. • An excellent knowledge of Musical Theatre (current trends and historical context) and with clear ability to teach and inspire across the range of teaching pedagogy and strategies relevant to the teaching of the subject. • An excellent knowledge of musical theatre repertoire. • Significant and up-to-date knowledge of a variety of technical singing pedagogy • A good knowledge of assessment procedures • A firm understanding of how to enhance the vocal skills of students ranging from Y7-13 • Familiarity with current best practice	Essential	Application Interview Professional references
Experience		
The categories of work or organisations, types of achievements and activities that would be in the role: • Relevant teaching experience. • Relevant experience of nurturing young voices. • Relevant experience of musical direction including leading a band for performance. • Professional vocational experience is desirable but not essential.	Essential Essential Essential Desirable	Interview/Application
Skills and abilities		
The skills and abilities required by the Applicant to perform effectively in the role: • Excellent and experienced teacher of Musical Theatre. • Experienced and confident Musical Director. • Outstanding teaching skills in both one-to-one singing and in ensembles • A skilled pianist with the ability to sight-read to a high standard • Ability to design and implement interesting and creative Musical Theatre programmes for Y7-13 students • Ability to inspire and develop young students • Effective classroom/studio manager *And also:*	Essential	Application Contents of the application form Interview Professional references

• To enable students to acquire knowledge and make progress according to their ability so that they increase their understanding and develop their skills. in the subject taught. • To foster in students the application of intellectual, physical or creative effort, interest in their work, and the ability to think and learn for themselves. To create well-planned lessons and deliver through effective and appropriate teaching methods, activities and management of class time. • To show a good understanding of the aptitudes, needs and prior attainments of the students and ensure these are taken into account in lesson-planning. • To utilise effective strategies for managing behaviour and encouraging students to act responsibly. • To teach, according to their educational needs, the students assigned to them, including the setting and marking of work to be carried out by the students in class, homework and elsewhere. • To assess, record and report on students' development, progress and attainment. • To communicate and consult with the parents of students • To communicate and co-operate with persons or organisations inside and outside the School in order to promote the social and moral welfare of students and their progress within the School. • To participate in meetings arranged for any of the purposes above.		
Personal competencies and qualities		
The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people: • A commitment and passion for educating young people in the performing arts • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience • Positive attitude to the use of authority in maintaining discipline. • A strong commitment to educating young people. • The ability to work constructively across a wide age and ability range. • The all-round ability to discharge all professional duties properly. • The competence, stamina, and professionalism necessary to perform all professional duties effectively. • A willingness to allocate own time to rehearse productions with students or give additional one-to-one support to students applying to conservatoires. • Enthusiasm for the work of this specialist school including a passion for educating through the performing arts. • Ability to work as part of a small team and communicate effectively. • Total commitment to safeguarding children.	Essential	Application Interview Professional references
Background to ArtsEd		
ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in I986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The Day School and Sixth Form remains the leading school of its kind in the UK with all students possessing outstanding creativity and dedication. Academic results and vocational success are significant and our Value Added return is in the top 1% nationally.		