SENIOR MUSIC TUTOR (School of Musical Theatre)

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 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

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 pupils 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 pupils enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our pupils 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.

What do we offer?

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all 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 & well-being of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support
- A cash health care plan (contributions towards a range of therapies, including physiotherapy, and chiropractic appointments, dental and optical checks plus loads more)
- 24/7 GP appointments via telephone/webcam
- Lifestyle Discounts including gym memberships

In addition, staff are eligible for the following:

- Cycle to Work Scheme
- a 5% matched pension (after the relevant qualifying period)
- Death in Service benefit
- 2 free tickets for you and one other for each production
- Full school closure for a week in the Summer and for two weeks over Christmas
- Subsided breakfast and hot meals at lunch
- 50% off school fees for children of employee's studying at ArtsEd
- Annual flu vaccinations
- Access to school library with a wide range of books/DVD'S/ Plays and sheet music etc.

Senior Music Tutor	
Department	School of Musical Theatre (HE Musical Theatre)
Reports to:	Head of Music
Working Pattern:	Full time permanent
Hours:	40 per week
Salary:	£39,000

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 2022 regulations and to hold an enhanced DBS.

Summary of the role:

This is position is a permanent, full-time role within ArtsEd. We are committed to changing the way that performers are trained for the modern industry. The person appointed should ideally bring a balance of professional and teaching skills to ensure that ArtsEd remains a leader in the world of professional Musical Theatre training. The School of Musical Theatre currently offers a BA (Hons) and Cert HE which are validated by City, University of London. The current intake is 50 BA (Hons) & 30 Foundation students per year, with some funding via the Dance and Drama Awards scheme. There is also an active programme of outreach and short-course activity. The successful applicant will need to work closely with the Head of Music to ensure the highest standards of singing and musical education are maintained for the students, and in order to maintain a high level of morale and co-operation across the busy Music department as we carry out our day-to-day activities with good humour and a positive, 'can-do' approach.

Key Responsibilities:

- Promoting and safeguarding the welfare of young persons for whom you are responsible and with whom you come into contact.
- Contributing towards the efficient, safe and effective provision of high-quality Musical Theatre training.
- To teach a range of classes from the current music and singing curriculum, further details of which are outlined below.
- Contributing towards maintaining the highest quality teaching of singing and music and associated subjects throughout the School of Musical Theatre.
- Contributing towards curriculum review processes, as appropriate.
- To be a member of the Musical Theatre School Executive team.

- To be a Personal Tutor as set out in the school's Personal Tutor policy.
- This role may include other pastoral responsibilities' – including, but not limited to, a Head of Year responsibility.
- Participation in the audition selection process.
- To take part in external concerts and events as required.
- To mark and assess student progress through written Critical Reflection journals, practical classwork elements, projects and performances as required, and during the assessment period at the end of the academic year.
- Monitoring student attendance and maintaining discipline amongst the student body.

Teaching Responsibilities

As advised by the Head of Music, to teach/MD a combination of:

- Ensemble singing classes
- 1-2-1 repertoire lessons
- Musical Theatre Skills Consolidation projects
- Singing & Music projects
- Song Workshop classes

Across the Foundation Cert H.E. Course and B.A. (hons) course. This list is not exhaustive; there may be additional requirements from time to time and the post may evolve in line with the strengths and ambitions of the employee, in agreement with the Head of Music and Course Director.

This is a full-time post with most working responsibility taking place during term time, but with other duties which occur throughout the year, including team meetings, auditions, events, assessments and training.

Secondary Duties

- Working collaboratively with colleagues and members of the singing and music department and beyond, to adhere to the aims, objectives and priorities of the School of Musical Theatre.
- Implementing resources to achieve departmental plans, ensuring that you are acting within the budget and strategic aims.
- Being familiar with and compliant with equality legislation, in addition to promoting equality and diversity amongst both the staff and student body.
- Providing excellent support to help students perform at their best, through motivating and developing them to achieve high performance.
- Effectively communicating and attending regular team meetings and one-to-ones to ensure understanding of and engagement with student matters, activities, priorities, progress and problems.
- Providing clear guidance, instruction, advice and coaching to students
- Developing effective teamwork e.g., effective communication, consulting on shared aims.

Person Specification

Qualities / Experience / Skills / Qualifications required to undertake the role effectively	Essential or Desirable	Assessment Method: Qualifications/ Interview/ Activity
Qualifications and Knowledge		
• A relevant degree and/or equivalent professional experience in the theatre industry.	Essential	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		

• Teaching at BA level or higher	Essential	Contents of the application form Interview Professional references
• Working with students in a similar environment	Essential	
• Working in a professional capacity and using professional connections to develop students and provide opportunities.	Essential	
Skills and abilities		
• Excellent piano accompaniment and sight-reading skills	Essential	Contents of the application form Interview Skills assessment at interview Professional references
• Experience as a Musical Director in the industry	Essential	
• Experience in writing musical and vocal arrangements	Desirable	
• Creativity	Essential	
• Excellent communication and interpersonal skills	Essential	
• Persuasiveness and a willingness to take artistic risks	Desirable	
• Self-motivation and the ability to motivate and inspire others	Essential	
• The ability to work as part of a team	Essential	
• An awareness and understanding of technical issues, the workings of a theatre and the process of performance	Essential	
• The ability to develop innovative ideas and to solve problems creatively and practically	Essential	
• Organised and efficient	Essential	
• Knowledge of relevant health and safety legislation and procedures	Essential	
• Dedication and enthusiasm	Essential	
Knowledge		
• Accreditation requirements of the BA and Foundation Course Programmes	Desirable	Contents of the application form Interview Professional references
• Curriculum and course structure of the Degree, the National Qualification, and the professional accrediting bodies.	Desirable	
• Understanding of the requirements of the QAA Quality Code	Desirable	
• Understanding of equality legislation	Desirable	
Personal competencies and qualities		
• Motivation to work with young people.	Essential	Contents of the application form Interview Professional references
• Ability to form and maintain appropriate relationships and personal boundaries with young people.	Essential	
• Emotional resilience.	Essential	
• Positive attitude to use of authority and maintaining discipline.	Essential	
• Commitment to continued professional development of both self and others.	Essential	