

## SENIOR ACTING TUTOR (School of Acting)

### 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 and 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
- Subsidised breakfast and hot meals at lunch
- 50% off school fees for children of employees studying at ArtsEd
- Annual flu vaccinations
- Access to school library with a wide range of books/DVDs/ Plays and sheet music, etc.



| <b>Senior Acting Tutor</b> |                                                                                                                   |
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| <b>Department</b>          | School of Acting                                                                                                  |
| <b>Reports to:</b>         | Head of Acting                                                                                                    |
| <b>Working Pattern:</b>    | Full time permanent                                                                                               |
| <b>Hours:</b>              | 40 hours per week (on average) to include:<br>Teaching, marking, administration, assessments, Head of Year duties |

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| <b>Salary:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £39,000                                                                                                                                                                        |
| <b>Safeguarding Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                |
| <p>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 2025 regulations and to hold an enhanced DBS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                |
| <b>Summary of the role:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                |
| <p>This 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 contemporary professional theatre training. The School of Acting currently offers a BA (Hons), Cert HE and MA which are validated by City St George's, University of London. The intake is approximately 34 BA (Hons), 35 Foundation and 30 MA students per year, with some funding via the current Dance and Drama Awards scheme. The successful applicant will need to work closely with the Head of Acting to ensure the highest standards of actor training are maintained for the students, and in order to maintain a high level of morale and co-operation across the busy Acting department as we carry out our day-to-day activities with good humour and a positive, 'can-do' approach.</p> <p>The Senior Acting Tutor will work across the BA Acting programme and on occasion FAct and MA programmes to deliver fundamental acting classes for stage and/or screen. The Senior Acting Tutor will also undertake verbal and written assessments, 1:1 pastoral care, any training to fulfil the requirements of the role and undertake pastoral and Head of Year responsibilities where necessary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                |
| <b>Key Responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>Promoting and safeguarding the welfare of young persons for whom you are responsible and with whom you come into contact.</li> <li>Contributing towards the efficient, safe and effective provision of high-quality contemporary actor training, primarily the BA (Hons) Acting Course. Additionally, you will collaborate on the acting strand for the MA Acting and Foundation courses.</li> <li>Use your practical understanding of acting and pedagogy to effectively transmit a wide range of methodologies and practitioners, including, for example, the practices of Stanislavski, Grotowski, Hagen, Mesiner, Michael Chekhov, Alfreds, Henricks, Bogart, Suzuki, Lecoq.</li> <li>Make a positive contribution to the team, supporting colleagues in their day-to-day activities with accuracy, thoroughness and attention to detail.</li> <li>Be agile and able to reprioritise objectives in line with the School's changing needs.</li> <li>To teach a range of classes from the current acting curriculum, further details of which are outlined below.</li> <li>Contributing towards maintaining the highest quality teaching of acting and associated subjects (such as Contextual Studies) throughout the School of Acting.</li> <li>Contributing towards curriculum review processes, as appropriate.</li> <li>To be a Personal Tutor as set out in the school's Personal Tutor policy, as appropriate.</li> <li>This role may include other pastoral responsibilities – including, but not limited to, a Head of Year responsibility.</li> <li>Participation in the audition selection process.</li> <li>To take part in external outreach or development events as required.</li> <li>To mark and assess student progress through written project journals, practical classwork elements, projects and performances as required, and during the assessment period at the end of the academic year.</li> </ul> |                                                                                                                                                                                |

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| <ul style="list-style-type: none"> <li>Monitoring student attendance and maintaining discipline amongst the student body.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>First Year Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>Undertake the duties of Head of Year and provide pastoral care where necessary.</li> <li>Teach practical classes in the foundations of acting, primarily for stage.</li> <li>Support students in establishing individual ownership of an emerging robust acting process through practical pedagogic practices.</li> <li>Oversee and undertake assessments, ensuring feedback is accurate, implementable, and delivered to deadlines.</li> <li>Participate in assessing applicants on audition days.</li> <li>Undertake internal and external professional development activity.</li> <li>Ensure the taught curriculum fulfils the requirements of the course handbook and is aligned with other classes.</li> <li>Oversee creation of and marking of project journals.</li> </ul>                                                                                                                                                                                        |
| <b>Second Year Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>Facilitate a deepening understanding of the craft of acting through practical study of methodologies and/or practitioners.</li> <li>Maintain further development of the actor's individual creative toolkit through exposure to a range of different rehearsal processes.</li> <li>Liaise with Head of Acting on internal projects.</li> <li>Oversee and undertake assessments, ensuring written and verbal feedback is accurate, implementable, and delivered to deadlines.</li> <li>Oversee creation of and marking of project journals.</li> <li>Arrange Professional Practice module and similar projects with industry professionals.</li> </ul>                                                                                                                                                                                                                                                                                                                    |
| <b>Third Year Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>Support Third Year productions through rehearsal observation, feedback and marking.</li> <li>In conjunction with the Industry Liaison Officer, collate all Third Year success stories for marketing and promotion.</li> <li>Teach classes in Radio/voiceover/narration where necessary.</li> <li>Facilitate creative opportunities for Third Year students with industry professionals to enhance learning and promote the School of Acting and ArtsEd.</li> <li>Arrange any workshops or talks with industry professionals.</li> <li>Work with the Head of Acting on coordination of the Showcase rehearsals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>For the MA and Foundation Courses</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>Teach modules where necessary, in collaboration with the Head of Acting and Foundation/MA course leaders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Line Management Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>Manage the BSL Tutor – source, liaise, induct, communicate information regarding classes and observe.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>All Staff</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>The lists above are 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 Acting and Course Director.</li> <li>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.</li> <li>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 Acting.</li> <li>Implementing resources to achieve departmental plans, ensuring that you are acting within the budget and strategic aims.</li> <li>Being familiar with and compliant with equality legislation, in addition to promoting equality and diversity amongst both the staff and student body.</li> </ul> |

- 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.
- 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 may change to reflect the needs of the School and the post.
- ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.

### Person Specification

| Qualities / Experience / Skills / Qualifications required to undertake the role effectively                                                                                       | Essential or Desirable | Assessment Method: Qualifications/ Interview/ Activity                                                              |
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| <b>Qualifications and Knowledge</b>                                                                                                                                               |                        |                                                                                                                     |
| <ul style="list-style-type: none"><li>A relevant degree and/or equivalent professional experience in the acting industry.</li></ul>                                               | Essential              | Production of the Applicant's certificates<br>Discussion at interview<br>Independent verification of qualifications |
| <b>Experience</b>                                                                                                                                                                 |                        |                                                                                                                     |
| <ul style="list-style-type: none"><li>Teaching at BA level or higher</li></ul>                                                                                                    | Essential              | Contents of the application form<br>Interview<br>Professional references                                            |
| <ul style="list-style-type: none"><li>Working with students in a similar environment</li></ul>                                                                                    | Essential              |                                                                                                                     |
| <ul style="list-style-type: none"><li>Working in a professional capacity and using professional connections to develop students and provide opportunities.</li></ul>              | Essential              |                                                                                                                     |
| <b>Skills and abilities</b>                                                                                                                                                       |                        |                                                                                                                     |
| <ul style="list-style-type: none"><li>Excellent skills in transmitting concepts into practice, differentiating according to the different learning needs of individuals</li></ul> | Essential              |                                                                                                                     |
| <ul style="list-style-type: none"><li>Experience as an actor in the professional industry</li></ul>                                                                               | Essential              |                                                                                                                     |

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| <ul style="list-style-type: none"><li>Teaching qualification (PGCert, PGCSE or similar)</li></ul>                                                                   | Desirable | Contents of the application form<br>Interview Skills assessment at interview<br>Professional references |
| <ul style="list-style-type: none"><li>Creativity</li></ul>                                                                                                          | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Excellent communication and interpersonal skills, particularly in relation to working with young adults</li></ul>             | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Demonstrated commitment to the principles of equality, diversity and inclusion</li></ul>                                      | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Self-motivation and the ability to motivate and inspire others</li></ul>                                                      | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>The ability to work as part of a team</li></ul>                                                                               | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>An awareness and understanding of technical issues, the workings of a theatre and the process of performance</li></ul>        | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>The ability to develop innovative ideas and to solve problems creatively and practically</li></ul>                            | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Organised and efficient</li></ul>                                                                                             | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Knowledge of relevant health and safety legislation and procedures</li></ul>                                                  | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Dedication and enthusiasm</li></ul>                                                                                           | Essential |                                                                                                         |
| Knowledge                                                                                                                                                           |           |                                                                                                         |
| <ul style="list-style-type: none"><li>Accreditation requirements of the Foundation, BA and MA Course Programmes</li></ul>                                           | Desirable | Contents of the application form<br>Interview<br>Professional references                                |
| <ul style="list-style-type: none"><li>Curriculum and course structure of the Degree, the National Qualification, and the professional accrediting bodies.</li></ul> | Desirable |                                                                                                         |
| <ul style="list-style-type: none"><li>Understanding of the requirements of the QAA Quality Code</li></ul>                                                           | Desirable |                                                                                                         |
| <ul style="list-style-type: none"><li>Understanding of EDI legislation</li></ul>                                                                                    | Desirable |                                                                                                         |
| Personal competencies and qualities                                                                                                                                 |           |                                                                                                         |
| <ul style="list-style-type: none"><li>Motivation to work with young people.</li></ul>                                                                               | Essential | Contents of the application form<br>Interview<br>Professional references                                |
| <ul style="list-style-type: none"><li>Ability to form and maintain appropriate relationships and personal boundaries with young people.</li></ul>                   | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Emotional resilience.</li></ul>                                                                                               | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Positive attitude to use of authority and maintaining discipline.</li></ul>                                                   | Essential |                                                                                                         |
| <ul style="list-style-type: none"><li>Commitment to continued professional development of both self and others.</li></ul>                                           | Essential |                                                                                                         |