

ArtsEd



PEOPLE & CULTURE ADVISOR

Employee Relations



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.

'The future of this country's theatre tradition depends on centres of excellence such as ArtsEd.'

Lord Lloyd Webber, ArtsEd President





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.

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)
- Death in Service benefit
- 2 free tickets for you and one other for each production
- Subsidised 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/DVDS/ Plays and sheet music etc.

The Role

Contract:	Permanent
Department:	HR
Reports to:	People & Culture Transformation Specialist
Working Pattern:	Full time - 37.5 hours per week
Benefits:	Competitive benefits package
Salary:	£38,000 - £40,000

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 2024 regulations and to hold an enhanced DBS.

Summary of the role:

What are we looking for?

We are rebuilding our People function to be more proactive, consistent and values-led. This role is central to that shift.

As People and Culture Advisor, you will lead on employee relations and day-to-day HR advisory, helping managers handle people matters confidently and fairly.

- This is a rebuild, not a replacement
- You will help define what “good” HR looks like here

This is a role with real influence and a clear pathway into a more senior role.

Key Responsibilities

Employee Relations

- Manage ER cases end-to-end (absence, conduct, performance, grievances)
- Advise managers with clear, practical guidance
- Lead investigations and hearings
- Ensure consistency and minimise risk

Manager Coaching

- Build manager confidence in handling people issues
- Promote early, proactive intervention
- Challenge and influence where needed

HR Operations

- Support recruitment, onboarding and lifecycle processes
- Ensure compliance and documentation standards
- Work closely with data/system improvements

Compliance & Best Practice

- Ensure adherence to employment law and safeguarding
- Support audit readiness
- Keep processes consistent and defensible

Culture & Engagement

- Support a positive, inclusive working environment
- Contribute to engagement and wellbeing initiatives

Candidate Profile

Essential

- Strong HR generalist/advisory experience
- Confident handling employee relations cases
- Solid knowledge of UK employment law
- Ability to influence and challenge managers
- CIPD Level 5 or equivalent experience

Desirable

- Education / regulated sector experience
- Change or transformation exposure
- Interest in culture and organisational development

Progression Opportunity

- Clear pathway into **Senior Advisor or Business Partner level**
- Development in **strategic HR, change, and leadership influence**



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 1986 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. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.

In addition to vocational training and significant success in the creative arts, each year a number of ArtsEd students move on to Russell Group universities where they study a range of more traditional academic subjects, including English.



