

# Job Description

**ROLE** | Lead Tutor for our Bishops Stortford Branch

**REPORTING TO** | Creative Director

## Overview

The Phoenix Theatre School Lead Tutor is responsible for delivery of the Phoenix Theatre School syllabus to KS1 and KS2 students in our Fledglings and Kidz Classes. These currently run at Little Hadham Primary School on a Wednesday between 4.30pm and 7.30pm. Working under the Creative Director and backed by an Assistant Tutor the Lead Tutor is responsible for 3 hours of class delivery per branch (1-hour Fledgling Class (Ks1) and 2 hours Kidz Class (Ks2))

The role requires a charismatic and inspirational character who thrives on interaction with young people and can be both playful and creative whilst at the same time maintaining a required level of discipline and focus. Experience of working with children in a performing arts environment is essential and an enhanced DBS check will be required.

## Responsibilities

- Delivery of the Phoenix Theatre School class model in line with pre-defined termly objectives

### Prior to session

- Arrive at each venue 15 minutes prior to start of first session
- Ensure all promotional material is in place (Pop Up banners, A Frames etc)
- Consult Membermeister and ensure awareness of any new starters or issues on class registers
- Ensure all new starters receive a warm and professional welcome

### During Session

- Complete Membermeister register and leave any notes as necessary
- Follow and lead Phoenix lesson plans and termly structures.
- Embed and share the Phoenix ABC approach in all lessons.
- Oversee and manage the Assistant tutor and support as required.
- Teach and embed the Phoenix Theatre School principles in all lessons.
- Deliver engaging and exciting lessons using a range of teaching strategies.
- Teach performance skills through our production-based training approach.
- Manage and deal with challenging behaviour effectively following the Phoenix behaviour code of conduct.

### After session

- Speak to new starters and their parents following first session and leave any notes on Membermeister as necessary
- Pack away and store all promotional material
- Message/call non attendees as necessary

### Outside of Session

- Use Membermeister to send any required messages to individual students or class groups.
- Attend 2 promotional activities per term

## Experience

### Essential

- Experience of working with KS1 and Ks2 children in a performing arts environment/Full, clean driving licence

### Desirable

- Professional teaching qualification/Professional performing arts experience in the commercial market

To Apply send your CV to [info@phoenixtheatreschool.co.uk](mailto:info@phoenixtheatreschool.co.uk)

For an informal chat or any questions email the Creative Director [phil.dale@phoenixtheatregroup.com](mailto:phil.dale@phoenixtheatregroup.com)