

## Stepping Up Course Assistant

<b>RESPONSIBLE TO:</b>	Stepping Up Coordinator
<b>RESPONSIBLE FOR:</b>	Assisting on creative delivery of the course and its final sharing and responsibility for the pastoral care of students and the administration of Stepping Up.
<b>WORKING HOURS:</b>	This is a part-time fixed-term position from January 2020,

### Main purpose of position

The National Youth Theatre is a world-leading youth arts charity. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over 60 years. We inspire, nurture and showcase exceptional performers and theatre technicians from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. Every year we reach out across the country to audition and interview thousands of young people and deliver skills-based courses for members and non-members. We also produce ambitious theatrical productions in leading theatres across the UK and around the world. In 2019 we auditioned and interviewed at over 88 venues nationwide; we've produced work in the West End, in five towns and cities around the UK, at Edinburgh, Bradford and Latitude Festivals, with young people who identify as LGBTQ+ at Eltham Palace, at SEN school Highshore in Southwark and much more. Please [watch our 2018 showreel here](#).

Stepping Up is an OCNLR (Open College Network London Region) Level 2 accredited 10 week drama training programme, offering young people aged 19 - 25 who do not have a full Level 2 qualification (less than 5 GCSEs) an opportunity to gain this accreditation. In 2020 NYT will be offering two Level 2 Programmes, one of which will be a pilot, bespoke model developed specifically for young people with learning disabilities based in an SEN Secondary School in Southwark. The other will be delivered at NYT Headquarters on the Holloway Road in Islington and will be open to all young people who currently do not have a full level 2 qualification. This role will be required to work across one of these cohorts. The main focus is to assist in the day to day running of the accredited Stepping Up course (Access to HE in Theatre Arts) delivered by the National Youth Theatre to NEET (Not in Education, Employment or Training) young people.

The job of Course Assistant is a demanding one that will stretch the individual **creatively, pastorally and administratively**.

Our offer is continually evolving to meet the needs of the broader sector and respond to strategic developments or opportunities as they arise. This part-time fixed-term post will play a key role in contributing to the expansion of the charity's work during a ambitious period of growth.

Talent Development at the National Youth Theatre is led by Associate Director Anna Niland. . Playing Up/ Stepping Up is a core strand of work within [our inclusion work at NYT](#) and for many young people experiencing barriers to education, the arts and who experience challenging life circumstances Playing Up/ Stepping Up are often their first point of contact with the organisation.

## Key Responsibilities

### Course Delivery and Pastoral Support:

- To assist creatively in the classroom and practical workshop environment, confidently running warm ups and creative activities within workshop activities practically as requested by tutors.
- To assist in the co-ordination, day-to-day running and administration of an OCNLR Level 2 Certificate in Performing Arts to up to 16 learners.
- To welcome guest tutors and undertake teaching assistant responsibilities and assist tutors in the creative delivery of sessions as directed by the Stepping Up coordinator.
- To generate and prepare teaching resources and be responsible for preparing the workshop space as directed by the tutor.
- To support learners with their academic work, both practical and written, providing one-to-one learning support as required.
- Running a Homework Support Session as timetabled
- To project a high level of professionalism in all conduct and management of young people, leading by example.
- To work collaboratively with volunteers and Learning Support Assistants, delegating when necessary.
- To maintain strong, clear and consistent communication across the programme delivery team and the whole organisation
- To offer feedback and support to all the learners on the Stepping Up Course
- To embrace the NYT's policies, including its commitment to diversity and opportunity for young people.
- To maintain strong, clear and consistent boundaries with young people
- To be the first point of contact for Stepping Up Participants and any support service they are in contact with.
- To be pastorally responsible for the Stepping Up Participants and to provide pastoral support and signposting to students through a tutorial system, with the assistance of our qualified psychologist.

### Course Administration:

- To liaise with student support and learning support services at our partner college.
- To maintain an accurate register of learners and liaising with our partner college on tracking attendance data and to issue verbal and written warnings to students when required.
- To liaise with day to day partners such as, FE providers, HEIs and visiting speakers as directed.
- To process expenditure receipts to the finance department in a timely manner.
- Co-ordinate extra curricular opportunities for participants such as theatre trips and creative workshops
- To record practical assignments for the qualification and filing them in a timely manner, to file submitted assignments and keep electronic records of submissions and grades completing required OCNLR paperwork.
- To assist the Playing Up manager in the recruitment and tracking of young people
- To contribute to internal moderation and evaluation of the Stepping Up programme
- To co-ordinate the weekly travel bursaries under the guidance of the Playing Up Manager.
- To manage the Stepping Up social media accounts.

## General

- Attend NYT productions and projects including press nights, auditions and courses, educators' events and members events
- Take part in regular staff meetings, membership focus groups and associated professional development activity
- Undertake any other duties reasonably requested by senior team members as appropriate
- To maintain strong, clear and consistent communication across the programme delivery team and the whole organisation
- To ensure that the National Youth Theatre's Equal Opportunities Policy, Race Equality Action Plan, Disability Action Plan and Safeguarding Policies are adhered to at all times by freelance staff contracted

## Information

Location: The role is based at NYT 443-445 Holloway Rd N7 6LW and a school in Lambeth.

Salary: £3,120

Commitment: 39 days from 2<sup>nd</sup> January 2020 – 21<sup>st</sup> April 2020

Training: The Stepping Up Assistant will participate in the CPD opportunities offered by NYT and our FE and Accreditation partners to learn about safeguarding and quality assurance. The Stepping Up Assistant will participate in our planned Diversity and Disability Awareness Training and other opportunities to extend skills and experience and to network with other organisations.

DBS: In keeping with our Safeguarding Policy, Employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate.

## Person Specification

Please note that this position is part of National Youth Theatre's Creative Leadership Programme and therefore you must be a current National Youth Theatre member or recent graduate to apply

### Essential Experience and Characteristics:

- Workshop Assistant/Workshop Leading experience
- Creative Pathways Graduate/Previous Course Assistant
- Self motivated and able to prioritise workload
- Excellent communication and interpersonal skills
- A willingness to work flexible hours as required
- Administration/Project management experience
- A strong understanding of and commitment to diversity in all its forms
- A professional and personal commitment to and understanding of Equality of Opportunity
- An understanding and experience of the arts and creative sectors and the breadth of opportunities provided by the National Youth Theatre
- A professional commitment to inclusion and the delivery of arts or educational programmes to a broad range of participants and to removing barriers to participation that might otherwise exist
- Safeguarding training or the willingness to undertake a level 3 safeguarding course provided by NYT
- Strong administrative and organisational skills, excellent IT and digital media skills
- The ability to work independently, to show initiative, respond proactively and manage own workload in a busy working environment

### Desirable Experience and Characteristics:

- Drama School/Applied Theatre Training or Graduate (BA)
- Office experience
- Social media & Marketing experience
- A passion for inclusion and a commitment to life changing opportunities for young people.
- Experience of an arts training and education programme in either an educational setting (School, College, University) or with an arts organisation or arts venue
- Understanding or experience of Level 2 accreditation
- Experience of working in a pastoral role with young people from marginalised groups.
- A can do attitude and ambitious spirit