

July 2022



Stepping Up Course Assistant

RESPONSIBLE TO: Stepping Up Manager

WORKING HOURS: This is a part-time freelance position, 4 days a week (Monday–Thursday) from September 2022 to January 2023

SALARY: London Living Wage (£11.05/hour, £88.40/day)

LOCATION: National Youth Theatre (443-445 Holloway Road, London, N7 6LW), with travel required to partner venues in East London

About National Youth Theatre

The National Youth Theatre is a pioneering youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people aged 11- 25 around the UK every year. Established in 1956 as the world's first youth theatre, we have empowered hundreds of thousands of young people over 65 years.

We seek out, support and champion performers, theatre technicians and young creative leaders 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 engage thousands of young people in creative activities designed to help them learn new skills, find their voices and connect to a national creative community of people and opportunities. Our free creative leadership, safeguarding, intersectionality and inclusive practice training underpin our work with hundreds of creative freelance professionals each year.

We produce ambitious theatrical productions in local communities, on leading global stages and in unusual spaces across the UK and beyond. In recent years this has ranged from London Fashion Week and COP26 in the west end of Glasgow to libraries in Liverpool, an earth amphitheatre in Shropshire and theatres in the heart of London's West End. We empowering young diverse voices and foregrounds the issues that matter most to young people.

In the coming years work will include a major partnership with Leeds 2023, productions at leading theatres around the UK and in the West End, an expanding inclusive practice programme, new commissions and youth-led work in our Workshop Theatre, an ever-growing digital offer driven by the NYT Hub and new opportunities to collaborate with NYT Associate Companies and industry leaders.

More information on our programme may be found at www.nyt.org.uk. [Watch our work.](#)

Our Culture

At the National Youth Theatre we work to create a culture that is inclusive, creative and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness and respect. We believe that we do better work together than we would apart and that our work is richer and

stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry and the wider world. Whatever your background or wherever you're from, we invite you to support our mission to be a creative force for good at a critical time for our industry, country and world.

Main purpose of position

Stepping Up expands on our targeted inclusion work at the National Youth Theatre which also includes Playing Up, Emerge and our Inclusive Practice work with d/Deaf, Disabled and neurodivergent young people. This work is designed to put inclusion at the heart of our creative community and artistic work and actively remove barriers that might prevent young people participating in the arts.

This role will be required to work alongside the Stepping Up Manager and the wider targeted inclusion team, with a focus on the Stepping Up Programme.

The job of Stepping Up Assistant is a demanding one that will develop the successful administratively, pastorally and creatively. The role involves supporting the academic progress of up to 25 learners, assisting the freelance staff and lead tutor in all sessions with young people, providing academic support for learners, assisting on the final sharing and responsibility for the pastoral care of participants and supporting the administration of the Stepping Up programme.

About Stepping Up

Stepping Up is a free 3-month accredited drama training programme delivered in partnership with The JGA Group (<https://www.jga-group.com>), running from October 2022 – January 2023. It aims to reach and engage unemployed young people aged 16–25 who may have experienced challenges in formal education, offering them the opportunity to gain a Level 2 Certificate in Progression.

The programme has dual strands in Acting and Leadership. The Acting strand is designed for young people without a Level 2 qualification and who are learning disabled or neurodivergent; the Leadership strand is for those with some theatre experience who have an interest in developing their drama facilitation skills and knowledge of inclusive practice.

Our offer is continually evolving to meet and advance the needs of the broader sector and respond to strategic developments or opportunities as they arise. This freelance part-time post will play a key role in contributing to the expansion of the charity's work during a period of ambitious growth. These two courses are a core strand of work within our targeted inclusion work at NYT and for many young people experiencing barriers to education, the arts and who experience challenging life circumstances Emerge, Stepping Up or Playing Up are often their first point of contact with the organisation and indeed within the arts and theatre sector.

Key responsibilities

Course Delivery and Pastoral Support:

- To assist in the co-ordination, day-to-day running and administration of a OCN LR Level 2 Certificate in Progression (Acting or Leadership) for up to 25 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 Manager.
- To generate and prepare teaching resources and be responsible for preparing the workshop space as directed by the tutor.
- To co-plan and deliver workshop activity as required.
- To support learners with their academic work, both practical and written, providing one-to-one learning support as required.
- Running a Study Support Sessions as timetabled.
- 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 project a high level of professionalism in all conduct and management of young people, leading by example.
- 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 on contact days.
- To provide considerate compassionate pastoral care to course participants according to the appropriate guidelines provided by NYT.
- To provide pastoral support and signposting to students through a tutorial system and to support access and SEND needs of students liaising with FE, statutory and voluntary support services as required.

Course Administration:

- To liaise with our partner training provider for Stepping Up, the JGA Group, to coordinate student support.
- To maintain an accurate register of learners and liaising and track attendance data.
- To lead on collecting participant data and eligibility proofs, and on JGA form completion.
- To organise Taster Workshops and Audition Workshops.
- To process expenditure receipts to the finance department in a timely manner.
- To curate a weekly opportunities newsletter and where possible arrange extracurricular 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 completing required OCN paperwork.
- To assist the Stepping Up Manager in the retention of young people offering strong pastoral support.
- To contribute to the evaluation of the Stepping Up programme and to report on progression for participants.

- To co-ordinate the weekly travel bursaries under the guidance of the Stepping Up Manager.
- To maintain relationships with outreach and recruitment partners.

General

- Attend NYT productions and projects including press nights, auditions and courses, educators' events and members events and advocate for the work of NYT in all appropriate forums.
- 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.

Training: The Stepping Up Course Assistant will participate in the CPD opportunities offered by NYT and mandatory training in safeguarding, equality and intersectionality. They will also participate in Inclusive Practice Training and other opportunities to extend skills and experience.

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.

Volunteering: NYT offers all staff a voluntary 4 days of Paid Leave annually in order to volunteer within a charity or organisation. This is intended to directly enhance our collective and individual awareness and understanding of equality, equity, inclusion and diversity and to directly or indirectly inform our broader work.

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.

Staff Support: All NYT Employees have access to a confidential staff support and counselling service operated by Health Assured.

Person Specification

Essential Experience and Characteristics:

This is a creative delivery role for which we require some experience in an arts, education, and/ or participatory arts environment, or equivalent training/qualification

- Level 3 or above qualification
- A particular interest in working with disabled and/or neurodivergent and non-disabled young people
- Excellent organisational and time keeping skills
- Excellent oral communication skills and the ability to adapt
- A strong commitment to training and furthering your personal growth
- A good understanding of and commitment to diversity in all its forms
- Willingness to work with others collaboratively
- The ability to work independently, to show initiative and prioritise workload
- A can-do attitude and generous spirit, with particular regard to working in partnership with peers
- Administration/Project co-ordination experience
- Strong administrative and organisational skills, excellent IT and digital media skills
- A strong understanding of and commitment to diversity in all its forms
- A can do attitude and ambitious spirit

Desirable Experience and Characteristics:

- Drama School/Applied Theatre Training or Graduate (BA)
- Drama facilitation skills and experience delivering drama activity to young people
- Knowledge or experience of Safeguarding best practice (training will be provided)
- Experience working with disabled or neurodivergent young people or lived experience of neurodiversity and/or disability
- A willingness to work flexible hours as required
- A professional and personal commitment to and understanding of Equality of Opportunity
- Experience of working in a pastoral role with young people from marginalised groups
- Office experience including Microsoft word and Excel
- Understanding or experience of accreditation
- An understanding and experience of the breadth of opportunities provided by the National Youth Theatre

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