

Bristol Old Vic Theatre School

JOB DESCRIPTION

Job Title	Young Artists Casual Cover Tutor
Position Overview	The Young Artists Casual Cover Tutor is an integral member of Bristol Old Vic Theatre School's approved Young Artists Cover Tutor Pool. The role provides high-quality cover for planned and unplanned staff absence, ensuring sessions continue safely, consistently and in line with the values and pedagogy of the Young Artists programme. Casual Cover Tutors play an important role in maintaining continuity for participants, enabling high-quality teaching and pastoral support to continue whenever permanent staff are unavailable. Most cover will be provided in a Class Assistant capacity, supporting the permanent Class Leader to maintain continuity for participants. Where a Class Leader is absent, the permanent Class Assistant will ordinarily assume responsibility for leading the class due to their established relationship with participants, with the Casual Cover Tutor providing assistant-level support. Where appropriate experience, knowledge and operational requirements allow, Casual Cover Tutors may also be engaged to undertake the duties of a Class Leader. The successful candidate will be a flexible, collaborative and reliable theatre practitioner or educator who can quickly build positive relationships, adapt to unfamiliar groups and contribute to an engaging, inclusive and safe learning environment.
Reports To	Youth and Participation Manager
Line Management	No line management is associated with this role
Department	Commercial and International
Location	The majority of the Theatre School's activities are based at the School's Downside Road site, but with input at other relevant locations.

Contract	Casual Worker Agreement. The post is offered on a casual, zero-hours basis. There are no guaranteed hours of work and the School is under no obligation to offer work. Equally, there is no obligation on the Casual Cover Tutor to accept any work offered. Casual Cover Tutors will be engaged on an as-and-when-required basis to provide planned and unplanned cover across the Young Artists programme. The level of work offered will depend on operational requirements, staff absence and the individual's skills, experience and suitability for the responsibilities required. Membership of the Young Artists Casual Cover Tutor Pool is subject to successful completion of Young Artists induction and attendance at any mandatory staff development or training specified by the School from time to time. Membership of the Pool does not guarantee the offer of any particular number of hours or assignments.
Hours	No guaranteed hours. Additional work is offered on an as-and-when-required basis, typically on Sunday mornings (09:30–13:30), to provide cover across the Young Artists programme. Mandatory training and staff development sessions will be paid at the appropriate hourly rate for the duties undertaken, where attendance is required by the School.
Salary	The rate of pay reflects the responsibilities undertaken for each assignment and is paid through the School's payroll. Hourly rates of pay for a four-hour Young Artists session are: Assistant Manager: £15.86 per hour Class Leader: £14.42 per hour Learning Support Assistant: £12.98 per hour Class Assistant: £12.71 per hour The appropriate rate will be confirmed when the assignment is offered and will reflect the duties and level of responsibility being undertaken.
Holidays	You are entitled to pro rata annual leave, based on a full time equivalent of 25 days per holiday year plus bank holidays. Your holiday entitlement will be calculated in hours and accrue at the end of each pay period at a rate of 14.54% of the number of hours that you have worked in that pay period up to a maximum of 6.6 weeks holiday per year. A pay period is a month.
Notice Period	Two weeks

Person specification

Essential

Experience Working with Young People

- Experience working with children and young people in an educational, community or arts setting, with a commitment to supporting their confidence, creativity and personal development through the performing arts.
- Ability to build positive and professional relationships with participants, families and colleagues.
- Commitment to creating inclusive environments where all young people feel welcomed, valued and able to participate.
- Understanding of the importance of safeguarding and promoting the welfare of children and young people.

Collaboration and Professionalism

- Positive and collaborative approach to working as part of a team.
- Ability to maintain high standards of professionalism, reliability and conduct.
- Strong communication and interpersonal skills.
- Ability to follow guidance and contribute positively to the delivery of sessions.
- Appreciation of the different roles involved in delivering a successful Young Artists programme.
- Commitment to representing Bristol Old Vic Theatre School and the Young Artists programme positively at all times.

Organisation and Personal Qualities

- Good organisational and time-management skills.
- Ability to remain flexible and respond positively to changing situations.
- Proactive, enthusiastic and approachable manner.
- Conscientious, honest and dependable.
- Ability to reflect on feedback and a willingness to learn and develop.

Theatre and Creative Practice

- Experience delivering or supporting theatre workshops and creative learning.
- Confidence adapting to different age groups and class dynamics.
- Ability to support Class Leaders effectively and, where appropriately experienced and requested, confidently undertake Class Leader responsibilities.
- Enthusiasm for participant-led creative processes and collaborative theatre-making.

Equality, Diversity and Inclusion

- Commitment to equality, diversity and inclusion.
- Understanding of the importance of adapting support to meet the needs of young people with differing abilities, backgrounds and experiences.
- Willingness to learn strategies that support participants with additional needs and remove barriers to participation.

	Desirable • Experience leading theatre workshops with children and young people. • Experience supporting young people with additional needs. • Current Enhanced DBS certificate. • Existing training in safeguarding, fire safety and first aid. Successful candidates who do not currently hold these will be supported to obtain or complete them before undertaking work. • Experience within youth theatre or arts education. • Awareness of risk assessment and health and safety procedures.
Duties and responsibilities	Overall Responsibilities: Supporting Learning and Creativity • Provide high-quality cover across the Young Artists programme. • Deliver or support engaging and age-appropriate theatre sessions. • Encourage participation, collaboration and creative risk-taking. • Maintain continuity of learning during planned and unplanned staff absence. • Support participant-led theatre-making across performance, writing, directing and design. Student Support and Inclusion • Help create a welcoming environment rooted in empathy, respect and inclusion. • Build positive relationships with participants and support their engagement in sessions. • Work with the Class Leader to support young people with differing needs, abilities and learning styles. • Recognise when a participant may require additional support and seek guidance when appropriate. • Promote positive behaviour and model the values of the Young Artists programme. Safeguarding and Wellbeing • Support the welfare and safeguarding of all participants. • Follow all safeguarding, health and safety and behaviour management procedures. • Assist in maintaining a safe learning environment. • Report any concerns to the Class Leader or management team in line with safeguarding procedures. Professional Development and Teamwork • Attend one paid Young Artists staff development session each academic term.

	• Successfully complete mandatory online compliance training before undertaking work, including Safeguarding, Fire Safety and First Aid Awareness. • Maintain mandatory training within the required renewal periods. • Communicate effectively with the Class Leader, Assistant Manager and management team. • Reflect on practice and contribute positively to the wider Young Artists team. • Act as a professional ambassador for Bristol Old Vic Theatre School. Group Management • Support the effective management of groups. • Establish clear expectations and routines that enable participants to thrive. • Maintain appropriate professional boundaries and confidently manage participant behaviour in accordance with Young Artists Policies. • Where allocated to undertake Class Leader responsibilities, lead sessions in accordance with the Young Artists curriculum and programme expectations. Reporting and Administration • Complete attendance registers, accident or safeguarding records where required, and any other programme documentation accurately and on time. • Where undertaking Class Leader responsibilities, provide brief written student feedback at the end of term where requested. • Contribute to programme evaluation and continuous improvement. Budgetary control • As part of the role, resources can be requested but required to be agreed to and purchased by the Head of Commercial & International.
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This is a description of the role as it is presently constituted. It is the practice of Bristol Old Vic Theatre School to examine descriptions from time to time and to update them to ensure they relate to the role as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisations aim to reach agreement on changes, but if agreement is not possible the organisation reserves the right to insist on changes to your role description after consultation with you.

Bristol Old Vic Theatre School's approach to Recruitment and Selection:

We are committed to recruiting the person best suited to the role. Appointments are made on the basis of each applicant's skills, experience and individual merit, assessed against the requirements and competencies set out in the job description.

As this role involves working with children and young people, safeguarding is our highest priority. All offers of employment are subject to the satisfactory completion of pre-employment checks, including:

- An Enhanced DBS check. Where a successful candidate does not currently hold a valid Enhanced DBS certificate appropriate to the role, Bristol Old Vic Theatre School will support them in obtaining one.

- Two satisfactory references, one of which must specifically address the candidate's suitability to work with children and young people.
- Right to Work verification and any other statutory pre-employment checks.

Successful candidates will also be required to complete Bristol Old Vic Theatre School's mandatory online compliance training, including **Safeguarding Young People in Education**, **Fire Safety at Work** and **First Aid Basics**, before undertaking work.

To remain an approved member of the **Young Artists Cover Tutor Pool**, successful candidates must also attend the Young Artists induction and one paid staff development session each academic term, and maintain all mandatory training within the required renewal timescales.

Equality & Diversity

The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, *people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.*

We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.

Selection & Assessment

We use a range of methods to assess candidates against objective criteria contained in the description and competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the role in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.