



Drama Specialist

To apply, please complete the application form [here!](#)

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 11-17 years. Our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As a Drama Specialist, you will lead the planning and delivery of an exciting and inclusive drama programme. Through engaging lessons and dynamic performances, you will help students discover their talents and create memorable experiences that celebrate creativity and collaboration.

Job Description

Contract Type: Fixed Term

Reporting to: Excursion and Activity Manager and Activity Coordinator.

Opportunity for Progression: Activity Coordinator or Excursion and Activity Manager.

Pre-Summer Preparation

- ✓ Attend the pre-summer online training.
- ✓ Attend the company and activity team inductions.

Dance Programme Delivery

- ✓ Plan and deliver a dynamic drama programme that engages and inspires students.
- ✓ Keep the Excursion and Activity Manager and Activity Coordinator up to date with the planning, preparation and delivery of the drama programme.
- ✓ Maintain and manage all drama materials, ensuring resources are ready before and returned after sessions.
- ✓ Ensure the programme is inclusive, encouraging students of all abilities to participate.
- ✓ Prepare students for a final showcase performance, highlighting their progress and creativity.
- ✓ Maintain the good name and reputation of UKLC at all times.

Teamwork and Communication

- ✓ Collaborate with other specialists, including the Dance Specialist, to coordinate performance spaces and schedules.
- ✓ Provide regular updates to the Excursion and Activity Manager and Activity Coordinator.



- ✓ Support team members in creating a positive and collaborative environment for students.

Feedback and Administration

- ✓ Feedback regularly to the Activity Coordinator and Excursion and Activity Manager.
- ✓ Provide constructive feedback on the programme to support continuous improvement.
- ✓ Read, understand and sign off to all risk assessments for the drama programme.
- ✓ Deal quickly and effectively with student and group leader queries regarding the drama programme.
- ✓ Regularly help to update information regarding the drama programme on the noticeboard.
- ✓ Maintain accurate records of activities, including attendance and student progress.
- ✓ Complete end-of-contract feedback to evaluate the programme's success.

Safeguarding and Professionalism

- ✓ UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy. All successful candidates will need to complete Prevent and Safeguarding e-learning.
- ✓ Read and adhere to the Operating and Safeguarding Handbook, Activity Handbook and maintain good standards of Health and Safety at all times.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Ensure activities comply with health and safety standards and all risk assessments are completed.
- ✓ Dress appropriately at all times.
- ✓ Work with the team and group leaders to maintain team and student discipline.
- ✓ Maintain a professional and approachable demeanour in all interactions with students, staff, and group leaders.
- ✓ Ensure the safety and welfare of students at all times.

Working Hours

In a non-zig-zag centre, you will deliver three sessions of dance a week. Each session will run from 2pm – 5.30pm and will include two 15-minute unpaid breaks. In a zig-zag centre, you will deliver six sessions of dance a week. The sessions will run from 9am – 12.30pm and then from 2pm – 5.30pm. Each session will include two 15-minute unpaid breaks.

Salary and Benefits

- ✓ All salaries are paid monthly in arrears.
- ✓ Holiday pay added to final pay packet.
- ✓ Hourly salary of £18.
- ✓ This is a non-residential position.



Person Specification

- ✓ Essential
- Desirable

Experience

- ✓ Experience of teaching and working with young people.
- ✓ Experience teaching drama.
- Experience of working in a summer school.

Qualifications

- ✓ Recognised drama qualification preferably with pedagogical teaching focused module/s.
- Undergraduate degree or equivalent in drama or currently working towards one.
- Relevant First Aid qualification.

Skills and Knowledge

- ✓ Committed to ensuring the safety of students.
- ✓ Knowledge of different genres of drama particularly classic and contemporary plays (see sample programme breakdown below).

Personal Qualities

- ✓ Adaptability and flexibility.
- ✓ Boundless energy and enthusiasm.
- ✓ Excellent communication and motivational skills.
- ✓ Willingness to learn and adopt new teaching methods.

Legal Requirements

- ✓ Full right to work in the UK.

Safer Recruitment Checks

- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



Sample Drama Programme

As a Drama specialist, you could work between six to twelve sessions per fortnight depending on the centre. A session is defined as approximately three hours in the morning or afternoon.

Some of our bigger centres are on a zig zag programme wherein the drama lessons happen in the morning and the afternoon.

Session Overview

Sample Daily Session Timings (based on afternoon activities)

- Hour 1: 2pm – 3pm

Focusing on warm up and ice breakers.

Break (15 Minutes)

- Hour 2: 3.15pm – 4.15pm

Focusing on technique and text work.

Break (15 Minutes)

- Hour 3: 4.30pm – 5,30pm

Focusing on preparation for the final showcase.

Drama Programme Topics (based on a 6-hour programme)

- **Lesson 1-3:**

Classic Play: This would focus on scenes from a Classic Comedy. For example: Shakespeare. The scriptwriter and play can vary as long as it is a Classic Comedy.

- **Lesson 4-5:**

Contemporary Play: This would look at focusing on scenes from a contemporary play or film. There is freedom to choose which piece this is so long as it is within the contemporary genre.

- **Lesson 6:**

Showcase Rehearsals: This would comprise of full rehearsals of the two plays on the performance stage in preparation for the final showcase. Liaison with the Dance Specialist regarding the performance space would be required.



Available Centres

You will also need to attend in-person company and role specific induction prior to starting your contract. Specific dates and times will be set closer to the time. Induction is paid at a fixed rate and will start a few days before the official centre opening dates.



Dean Close School, Cheltenham (2nd July – 13th August 2025)

- Zig-Zag Programme
- Week 1 – Thursday, Saturday and Monday
- Week 2 – Wednesday, Friday and Monday



Queenswood School, Hatfield (7th July – 4th August 2025)

- Non Zig-Zag Programme
- Monday, Wednesday and Friday



Queen Anne's School, Reading (6th July – 10th August 2025)

- Zig-Zag Programme
- Monday, Wednesday and Friday



Chetham's School, Manchester (6th July – 3rd August 2025)

- Zig-Zag Programme
- Monday, Wednesday and Friday



University of Portsmouth (7th July – 4th August 2025)

- Zig-Zag Programme
- Week 1: Tuesday, Friday and Monday
- Week 2: Wednesday, Friday and Saturday



St Swithun's School, Winchester (13th July – 10th August 2025)

- Zig-Zag Programme
- Monday, Wednesday and Friday



Bootham School, York (7th July – 4th August 2025)

- Non-Zig-Zag Programme
- Tuesday, Thursday and Saturday



Join Us!

As a Drama Specialist at UKLC, you will play a pivotal role in creating meaningful experiences for young learners. Bring your energy and enthusiasm to inspire students, enrich their lives, and help deliver a summer they will never forget.

Ready to inspire? [Click here](#) to apply!

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.