

Performing Arts 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 8-17 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 Performing Arts Specialist, you will lead the planning and delivery of an exciting and inclusive performing arts programme. Through engaging lessons and dynamic performances, you will help students discover their talents and create memorable experiences that celebrate creativity and collaboration.

If you are looking for a residential or full-time position, there is the opportunity to combine a performing arts specialism with an Activity Leader or Sport and Activity Instructor role. Please email recruitment@uklc.org for more information.

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 an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.

Performing Arts Programme Delivery

- Plan and deliver a dynamic performing arts 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 programme.
- Maintain and manage all 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.

Teamwork and Communication

- Collaborate with other specialists, 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.
- Work with the team and group leaders to maintain student discipline.

Feedback and Administration

- Feedback regularly to the Activity Coordinator and Excursion and Activity Manager.
- Read, understand and sign off to all risk assessments for the performing arts programme.
- Deal quickly and effectively with student and group leader queries regarding the performing arts programme.

- Regularly help to update information regarding the performing arts programme on the noticeboard.
- Maintain accurate records of activities, including attendance and student progress.
- Submit end-of-contract feedback to support programme improvement.

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 and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Maintain the good name and reputation of UKLC at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- Maintain the good name and reputation of UKLC at all times.
- Act as a positive role model, promoting UKLC's values at all times.
- Maintain an entirely professional manner at all times.
- Follow the dress code in the Culture Book at all times.

Working Hours

- As a Performing Arts specialist, you could work between six to twelve sessions per fortnight depending on the centre (see centre information).
- A session is defined as approximately three hours in the morning or afternoon.
- If a session is 3-hours or more in length, you will get a half hour break (or two fifteen-minute breaks).

Session Overview

These are approximate and may vary slightly depending on the centre.

Morning Timings

Hour 1	Hour 2	Hour 3
9am – 10am Break (15 Minutes)	10:15am – 11:15am Break (15 Minutes)	11:30am – 12:30pm Break (15 Minutes)
Focusing on warm up and ice breakers.	Focusing on technique and text work.	Focusing on preparation for the final showcase.

Afternoon Timings

Hour 1	Hour 2	Hour 3
2pm – 3pm Break (15 Minutes)	3:15pm – 4:15pm Break (15 Minutes)	4:30pm – 5:30pm Break (15 Minutes)
Focusing on warm up and ice breakers.	Focusing on technique and text work.	Focusing on preparation for the final showcase.

Salary and Benefits

- This is a non-residential position.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.
- Hourly salary of £20.17 (including holiday pay).

Performing Arts Programme Topics

The Performing Arts Programme is designed to give students with a passion for the arts an immersive experience focused on enhancing their performance skills and spoken English.

Participants are encouraged to develop public speaking abilities, gain a practical understanding of theatre roles, and engage in improvisation and creative writing to produce their own original material.

Throughout, students are mentored to value growth both on stage and in all aspects of their learning journey, building confidence, creativity, and teamwork.

- Classic Play (i.e.: Shakespeare)
The scriptwriter and play can vary as long as it is a Classic. The focus can be on language and not performance.
- 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. It can also be a piece written/created by the students.
- Jazz
- Hip Hop
- Video Dance
- Contemporary
- Musical Theatre
- Improv
- Public Speaking
- Theatre Vocabulary
- Showcase Rehearsals for the end of programme Talent Show

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.

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of teaching and working with young people. • Experience teaching performing arts. 	<ul style="list-style-type: none"> • Experience of working in a summer school.
Qualifications	<ul style="list-style-type: none"> • Recognised drama/dance/musical theatre qualification preferably with pedagogical teaching focused module/s. 	<ul style="list-style-type: none"> • Undergraduate degree or equivalent in drama/dance/musical theatre or currently working towards one. • Relevant First Aid qualification.
Skills and Knowledge	<ul style="list-style-type: none"> • Committed to ensuring the safety of students. • Knowledge of different genres of drama and particularly classic and contemporary plays (see sample programme breakdown below). • Knowledge of different genres of dance. 	
Personal Qualities	<ul style="list-style-type: none"> • Adaptability and flexibility. • Boundless energy and enthusiasm. • Excellent communication and motivational skills. • Willingness to learn and adopt new teaching methods. 	

Legal requirements	<ul style="list-style-type: none"> • Full right to work in the UK. 	
Safer Recruitment Checks	<ul style="list-style-type: none"> • Minimum of 2 reference checks. • Enhanced DBS Check. • Overseas Police Check (if applicable). • Review of the applicant’s online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment. • We will seek to run Prohibited List Checks (if applicable) 	

Available Centres

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Location	Centre	Start Date	End Date	Days of the Week	Timings*
Bristol	Clifton College	7 th July	18 th August	Monday, Wednesday and Friday	Morning and Afternoon
Cheltenham	Dean Close School	8 th July	19 th August	Week 1: Thursday, Saturday and Monday Week 2: Wednesday, Friday and Monday	Morning and Afternoon
Hatfield	Queenswood School	6 th July	3 rd August	Tuesday, Thursday and Saturday	Afternoon Only
Manchester	Chetham's School	6 th July	3 rd August	Week 1: Tuesday, Thursday and Monday Week 2: Tuesday, Thursday and Saturday	Morning and Afternoon
Nantwich	Reaseheath College	3 rd July	31 st July	Week 1: Saturday, Tuesday and Thursday Week 2: Friday, Tuesday and Thursday	Morning and Afternoon
Portsmouth	University of Portsmouth	1 st July	29 th July	Week 1: Thursday, Saturday and Monday Week 2: Wednesday, Friday and Monday	Afternoon Only

Reading	Queen Anne's School	5 th July	9 th August	Monday, Wednesday and Friday	Morning and Afternoon
Winchester	St Swithun's School	13 th July	10 th August	Tuesday, Thursday and Saturday	Morning and Afternoon
York	Bootham School	5 th July	2 nd August	Monday, Wednesday and Friday	Afternoon Only

*See details in working hours section (in above job description).

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

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer as part of UKLC's activity team from some of our previous summer teams!