



Performing Arts Specialist

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

At the UKLC and Wycombe Abbey Summer Programme, we offer immersive residential English language and activity courses for international students aged 11–17.

Our mission is clear: to **Educate, Inspire**, and **Enrich** young learners through world-class tuition, engaging electives, and unforgettable cultural experiences.

We are passionate about creating life-changing opportunities where students develop confidence, leadership, and lifelong friendships in a supportive and vibrant boarding school environment.

As a Performing Arts 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 gain confidence, build skills, and create lasting memories.

Please note that the specialist position can be combined with the EFL or Activity Leader role.

If you are interested in working as Electives Specialist and an EFL Teacher or Activity Leader, please email recruitment@uklc.org for more information.

Job Description

Contract Type: Fixed Term

Reporting to: Course Director

Opportunity for Progression: 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.

Summer Delivery

- Plan and deliver an engaging performing arts programme ensuring that the students are involved and enthusiastic.
- Ensure all activities are safe and inclusive, fostering an environment of enthusiasm and creativity.
- Collaborate with the Excursion and Activity Manager and Activity Coordinator to align the programme with the overall activity schedule.
- Maintain and manage the equipment and materials, ensuring everything is prepared before and returned after each session.
- Prepare students for the final showcase, ensuring the performance highlights their talents and celebrates their progress.

Teamwork and Communication

- Maintain the good name and reputation of UKLC and the Wycombe Abbey Summer Programme at all times.
- Provide regular updates to the Course Director on session plans and outcomes.
- Collaborate with other specialists and team members to ensure the smooth running of the programme.
- Work with the team and group leaders [if applicable] to maintain team and student discipline.

Student Support

- Feedback regularly to the Course Director.
- Read, understand and sign off to all risk assessments for the programme.
- Deal quickly and effectively with student and group leader queries regarding the programme.



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- Regularly help to update information regarding the programme on the noticeboard.
- Maintain accurate records of activities, including attendance and feedback forms. Provide constructive feedback on the programme to inform future improvements.
- Complete end-of-contract feedback to support programme development.

Summer Feedback and Admin Tasks

- Provide feedback to the Course Director.
- Maintain accident and damage records.
- Assist with maintaining noticeboards and keeping activity-related records up to date.
- Complete end-of-contract feedback to support continuous improvement.

Safeguarding Responsibilities

- UKLC and Wycombe Abbey School are 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 and Wycombe Abbey School at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- 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 will deliver eight sessions of Performing Arts per 2-week turn for a total of 18 hours per fortnight. This includes attending the final showcase at the Talent Show.
- Teaching may take place at weekends.

Session Breakdown

- 2:00pm – 4:15pm (including one 15-minute unpaid breaks)

Salary and Benefits

- Full-board accommodation is provided for residential team members. We do not deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- Hourly salary (including holiday pay) is £20.17.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.

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 drama, Musical Theatre and performance.	<ul style="list-style-type: none">• Experience of working in a summer school.• Experience working with English learners.
Qualifications	<ul style="list-style-type: none">• Recognised drama/Musical Theatre qualification preferably with pedagogical teaching focused module/s.	<ul style="list-style-type: none">• Undergraduate degree or equivalent in drama, 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 particularly classic and contemporary shows (see sample programme breakdown below).• Basic knowledge of music, singing and choreographing/staging (see sample programme breakdown below).	
Personal Qualities	<ul style="list-style-type: none">• Adaptability and flexibility.• Boundless energy and enthusiasm.	



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	<ul style="list-style-type: none">• 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).	



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Sample Week

A Performing Arts Specialist will deliver eight sessions per fortnight as outlined below.

- Day 1: Getting to know you
- Day 2: Vocal and Movement Assessment
- Day 3: Focus on Performance
- Day 4: Behind the Scenes and Theatre Time
- Day 5: Focus on Performance
- Day 6: Public Speaking Workshop and Performance
- Day 7: Focus on Performance
- Day 8: Performance Day - Run through and Final Staging

If you would like a sample breakdown of the timings and content of the performing arts sessions, please email recruitment@uklc.org to request a copy.

On the sample programme below, as performing arts specialist, you would work on the sessions named Elective.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Week 1	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	09:00 - 10:00	Arrival Registration between 14:00 and 17:00 with hourly site tour. Light activities during the afternoon. Evening of unpacking and getting to know each other.	Lesson	Lesson	Oxford Tour with colleges and museums	Lesson	Lesson	Lesson
	10:00 - 10:15		Tea Break	Tea Break		Tea Break	Tea Break	
	10:15 - 11:15		Lesson	Lesson		Lesson	Lesson	
	11:15 - 11:30		Break	Break		Break	Break	
	11:30 - 12:30		Lesson	Lesson		Lesson	Lesson	
	12:30 - 13:30		Lunch	Lunch		Lunch	Lunch	
	14:00 - 15:00		Elective	Elective		Elective	Elective	
	15:00 - 15:15		Tea Break	Tea Break		Tea Break	Tea Break	
	15:15 - 16:15		Elective	Elective		Elective	Elective	
	16:15 - 16:45		Break	Break		Break	Break	
	16:45 - 18:00		Sports & Activities	Sports & Activities		Sports & Activities	Sports & Activities	
	18:00 - 18:30		Free Time	Free Time		Free Time	Free Time	
	18:30 - 19:30		Dinner	Dinner		Dinner	Dinner	
19:30 - 21:00	Speed Meeting		Cinema Visit	Paparazzi		Oscars Night	British Sports	Puzzles & Challenges
21:00 - 22:00	House Time	House Time	House Time	House Time	House Time	House Time	House Time	
							London: London Eye, Walking tour and the British Museum	Half day excursion to Windsor with Windsor Castle

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	
Week 2	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
	09:00 - 10:00	Lesson	Lesson	Extra Rest	Lesson	Lesson	Lesson	
	10:00 - 10:15	Tea Break	Tea Break	Tea Break	Tea Break	Tea Break	Tea Break	
	10:15 - 11:15	Lesson	Lesson	Lesson	Lesson	Lesson	Lesson	
	11:15 - 11:30	Break	Tea Break	Break	Break	Break	Break	
	11:30 - 12:30	Lesson	Lesson	Lesson	Lesson	Lesson	Lesson	
	12:30 - 13:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
	14:00 - 15:00	Elective	National Gallery, Dinner out and West End theatre show	Lesson 13:45 -	Elective	Cambridge tour with King's College	Elective	Departure Between 9am and 12pm. See you in 2027!
	15:00 - 15:15	Tea Break		Tea Break 30	Tea Break		Tea Break	
	15:15 - 16:15	Elective		Elective	Elective		Elective	
	16:15 - 16:45	Break		Break	Break		Break	
	16:45 - 18:00	Sports & Activities		Elective	Sports & Activities		Sports & Activities	
	18:00 - 18:30	Free Time		Free Time	Free Time		Free Time	
	18:30 - 19:30	Dinner		Dinner	Dinner		Dinner	
19:30 - 21:00	Redes Blue	Snelling		Around The World	Quiz Night		Talent Show	
21:00 - 22:00	House Time	House Time		House Time	House Time		House Time	



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Available Dates

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.

Wycombe Abbey Summer School is running from 6th July – 17th August 2026 at Wycombe Abbey School in High Wycombe.

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.
- ✓ Upon liaison with the centre's team, you can access a wide range of onsite facilities including the gym, golf simulator, pool, athletics track, tennis courts and stunning grounds.
- ✓ Accommodation includes your own en-suite bedroom along with access to a kitchen, common room, and free laundry facilities.

Still need more information? Click [here](#) to hear to find out more about the programme!