

## **JOB DESCRIPTION**



**Job Title:** Youth Theatre Assistant  
**Line Managed by:** Creative Engagement Manager

### **Job Purpose:**

The Youth Theatre Assistant will work alongside the Creative Engagement Practitioner to support the delivery of two weekly groups for young people in Years 7 & 8 and Years 9 & 10. The role is practical and hands-on. You will help create a welcoming, inclusive and ambitious environment in which young people can make theatre, develop their skills and confidence, and work creatively with others. We are particularly interested in meeting a committed theatre-maker who wants to develop their experience of working with young people and become part of the creative life of the SJT.

### **Key Duties & Responsibilities:**

- Support the lead practitioner in the delivery of both weekly Youth Theatre sessions.
- Take an active part in games, exercises, devising, rehearsals and other creative activity.
- Work with individuals and small groups when required.
- Help young people feel welcomed, included and able to participate.
- Support the preparation and practical running of sessions.
- Assist with rehearsals, sharings and performances where required.
- Help maintain a safe, positive and respectful environment.
- Communicate effectively with the lead practitioner and wider Creative Engagement team.

### **Safeguarding:**

The safety and wellbeing of the children and young people taking part in our work is central to this role. The Youth Theatre Assistant will be expected to:

- Take an active responsibility for the safeguarding and wellbeing of all young people participating in Youth Theatre.
- Follow the SJT's Safeguarding Policy, Staff Code of Conduct and agreed procedures at all times.
- Maintain appropriate professional boundaries with young people, including in relation to social media, communication, and contact outside sessions.
- Remain alert to changes in behaviour, disclosures or other indications that a young person may need additional support.
- Report any safeguarding concern or disclosure promptly and accurately through the SJT's agreed safeguarding procedures.
- Never attempt to investigate a safeguarding concern themselves.
- Contribute to an environment in which young people are treated with respect, listened to and feel able to raise concerns.
- Follow agreed procedures relating to attendance, collection, supervision and the safe arrival and departure of participants.

Safeguarding training will be provided, and the successful candidate will be expected to complete any required training and keep their knowledge up to date.

### **Professional conduct:**

As a member of the SJT team, the Youth Theatre Assistant will be expected to maintain high standards of professional conduct. This includes being reliable and punctual, treating participants, colleagues and families with respect, maintaining appropriate confidentiality and professional boundaries, and behaving in a way that supports a safe and inclusive environment.

The post-holder must comply with the SJT Staff Code of Conduct and the Safeguarding Policy. These expectations apply both during Youth Theatre activity and in any communication or interaction connected with the role.

## Person Specification:

### Essential

- Be available consistently on Tuesday evenings during term time.
- Have a genuine interest in theatre-making and working creatively with young people.
- Be enthusiastic, reliable and willing to get involved.
- Be confident communicating and building positive relationships with young people.
- Understand the importance of safeguarding and appropriate professional boundaries when working with children and young people.
- Work well as part of a team and respond positively to direction.
- Be committed to creating an inclusive environment in which different young people can thrive.

### Desirable

- Willingness to lead games or exercises when required.
- A relevant qualification in Theatre or Performance.

Previous experience of working with young people is useful but not considered essential. We are as interested in your potential, creative practice and commitment as we are in previous experience.

## Safeguarding & Safer Recruitment Statement:

The Stephen Joseph Theatre is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect everyone who works with us - including staff, freelancers, practitioners and volunteers - to share this commitment.

We are committed to safer recruitment and to ensuring that people working with children and young people are suitable for their roles. Recruitment to this post will therefore include appropriate pre-employment checks, references and, an Enhanced DBS check.

All successful candidates are expected to follow the SJT's Safeguarding Policy and Staff Code of Conduct, maintain appropriate professional boundaries, complete required safeguarding training, and report any concerns about the welfare or safety of a participant promptly through the theatre's safeguarding procedures.

Safeguarding is everyone's responsibility, and we aim to create an environment in which children and young people feel safe, respected, listened to and able to take part fully in our work.

Appointment to this role will be made in accordance with our safer recruitment procedures.

No offer of employment can be confirmed without the SJT receiving satisfactory written references.

## Recruitment of People with Criminal Records

This role is exempt from the Rehabilitation of Offenders Act 1974. If you are invited to interview, you will be asked to complete a confidential self-disclosure form and declare any relevant convictions, cautions or other information that you are legally required to disclose.

Having a criminal record will not automatically prevent you from working with us. Any information disclosed will be considered fairly and confidentially, taking into account the nature of the role, the circumstances and relevance of the offence, and any other relevant factors.

We welcome applications from people with a wide range of backgrounds and experiences and are committed to ensuring that recruitment decisions are based on an individual's suitability for the role and our responsibility to safeguard the children, young people and adults with whom we work.

## Age requirement

Applicants must be **18 or over** at the point of appointment. This requirement reflects the supervisory and safeguarding responsibilities of the role, including supporting the safe supervision and welfare of children and young people during Youth Theatre activity.

## **Terms & Conditions:**

|                             |                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------|
| <b>Salary:</b>              | National Living Wage                                                                       |
| <b>Contract:</b>            | Term-to-term rolling contract, confirmed one term in advance.                              |
| <b>Probationary Period:</b> | Y1 Term                                                                                    |
| <b>Notice Period:</b>       | 1 month                                                                                    |
| <b>Hours:</b>               | Tuesdays, 4.30–9.00pm, during term time                                                    |
| <b>Place of Work:</b>       | Woodend Gallery (TBC), the Stephen Joseph Theatre or another Scarborough town-centre venue |

The position is offered on a rolling, term-to-term basis, with employment confirmed one term in advance. This reflects the termly structure of the Youth Theatre programme while providing both the post-holder and the SJT with forward notice of future work.

There may also be opportunities for additional paid employment with the SJT throughout the year, depending on the needs of our wider Creative Engagement programme.