



Thank you for your interest in this key new role as The Hammond embarks on the next chapter in its prestigious history. The Hammond has experienced significant growth over the past few years, leading to the creation of this role designed to ensure the school and students thrive and continue to take their place as leaders both academically and in the performing arts industry. This is an exciting time to join The Hammond as it further develops the plethora of courses offered to students from preparation for GCSE studies, expert training as part of the Trinity Diploma, to the rigour of our Musical Theatre and Performance Degree in conjunction with the University of Chester. Alongside our small class sizes, excellent results and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, supportive and nurturing ethos, encouraged by excellent staff and student relations and a highly supportive parent body.

The Hammond is the North West's leading provider of performing arts education and the UK's oldest vocational dance school. Hammond students are encouraged and trained to be curious, independent, resilient young people who develop leadership skills, talent and potential to compete at the highest level. The Hammond offers a full and exciting curriculum alongside outstanding vocational training for students aged 11-19; beyond this The Hammond offers a Bachelor of Arts degree course in Musical Theatre and Performance to prepare students for the musical theatre industry at a professional level. The Hammond is a boarding and day school that prides itself on strong pastoral care; nurturing, guiding and helping every student to be the best possible version of themselves.

Here at The Hammond we are passionate about providing the best possible vocational training in dance, drama and music, alongside an enriching academic curriculum. We offer a stimulating and challenging creative environment in which we actively encourage young people to adopt lifelong learning skills that will enable them to flourish and prosper in their chosen discipline. We recognise and value achievement; alumni from The Hammond can be seen performing and teaching in companies in the West End, Broadway, national tours, as well as in schools across the globe.

Housed in the historic Hoole Bank House and surrounded by beautifully landscaped grounds, our campus comprises a Performing Arts Centre with a 420-seat theatre and state-of-the-art dance and music studios. Situated on the outskirts of Chester, The Hammond is located within an hour of Manchester and Liverpool international airports, and is two hours from London by train.

At the Hammond, young people are fully supported to explore and reach their potential, whilst recognising the importance of cooperation, tolerance and friendship.

I hope that the information provided gives you a sense of what to expect at The Hammond and helps you to decide if you are interested in being part of our exciting next chapter.

Jennifer Roscoe MA (Oxon)
Principal





INTRODUCTION

JOB TITLE: Hammond Youth Theatre Coordinator

JOB PURPOSE

The post holder will be responsible for all matters related to the Hammond Youth Theatre (HYT) Saturday course which runs from 9:30 am to 12:00 pm on ten (10) Saturdays each term. The youth theatre attracts students from age 4 to 18.

GENERAL RESPONSIBILITIES

- To develop the quality of programme offered through the Hammond Youth Theatre.
- Build attendance at the Saturday classes' programme.
- Support the Lower School Drama curriculum through the provision of a Saturday programme for Hammond students attending HYT.

MAIN DUTIES

- Develop age-appropriate curriculum and content for each age range, with the approval of the Director of Drama.
- Ensure that Hammond students in attendance are fully supported through the provision of curriculum that is in line with existing Lower School Drama curriculum.
- Be present for and lead all activities run under the HYT name.
- Provide weekly reports to the Director of Drama on the progress of the programme.
- Plan an 'end-of-year' production for parents / guardians to attend.
- Recruit supporting staff to assist in delivery of programmes each week.
- Support the Head of Marketing with relevant information about the programme that can be used in advertising the programme.
- Provide Finance with detailed information about attendance to ensure correct billing.
- Support Finance in communicating with attendees regarding overdue payments.
- Ensure school Health & Safety and Safeguarding policies and guidelines are followed throughout the programme.
- Support the administrative requirements of the programme – submission of timesheets, communication with parents, creating a contact list and scheduling sessions / classes.
- Provide Level 1 first aid as required.



PERSON SPECIFICATION

Skills / Experience	Essential	Desirable
Drama Teaching experience & qualifications	X	
Professional performance experience		X
Sound organizational skills	X	
Administrative Skills	X	
Ability to manage people / events	X	
Commitment to the weekend programme	X	
Attention to detail and quality	X	
First Aid, Level 1 training		X
Health & Safety / Risk Assessment experience	X	
Excellent IT skills		X
Networking		X