

JOB DESCRIPTION

Performing Arts (Drama, Dance or Music) GRADUATE INTERN

Job Title:	Graduate intern – Performing Arts (Drama, Dance, or Music specialism)
Line Manager:	Director of Performing Arts

Purpose of Job

Graduate interns are employed to enrich the life of the school by bringing special expertise their specialist area. There will also be commitments outside of their specialism, depending on the strengths of the candidate and wider administrative and supervisory activities. The role will be for one academic year in line with a Working Holiday Visa.

Duties and Responsibilities

Overall responsibilities

- Encourage high standards in all aspects of school life, particularly in the graduate's identified area of strength.
- Contribute to the effective and efficient running of the school by supporting full-time staff as required.
- Attend staff training as required.
- Assist with the weekend programme for students which includes on campus weekend activities and off campus weekend activities and trips.

The role will be tailored to the specialism of the successful candidate within the Performing Arts domain. Subject area and extracurricular specialism responsibilities may include:

- Assisting in lessons and activities by, for example: leading a sectional practice, rehearsing with a small group, assisting students on a 1:1 basis.
- Taking responsibility for aspects of the Performing Arts facilities, e.g. storage areas, sound/light/technical equipment.
- Supervising the building during practice times, ensuring students attend and are focussed in their practice.
- For the right candidate, there may be the opportunity to teach 1:1 music lessons.

Responsibilities in boarding

- Be present and ready for duties at least 24 hours before the school is in session
- Assist with collecting boarders safely from Morioka at the beginning and end of term
- Be on duty in boarding as and when required as part of the boarding schedule

Other responsibilities

- Undertake other reasonable duties as requested by the Head of Performing Arts and the Head of Enrichment.

Benefits

- Free annual ski lift pass.
- Free rental of ski/snowboard equipment.
- Use of the resort onsen (hot spring).
- Accommodation provided.
- All meals during term time.
- Use of school facilities e.g., pool, gym etc.

- Return flights at the start/end of contract.
- Morioka-Tokyo shinkansen (bullet train) tickets.

Requirements

- An appropriate degree
- Skills and an interest in at least one area of Performing Arts
- A high level of professionalism and consideration for the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background and a positive and solution-focused attitude to working life
- Eligibility for a [Working Holiday Visa](#) for Japan
- A clean police check

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.