



**GYA Taunton
Drama Teaching Assistant
Job Description**

Department	Guildhall Young Artists
Location	Richard Huish College, Taunton, TA1 3DZ
Responsible to	Head of GYA Taunton
Responsible for	Supporting drama students at Guildhall Young Artists Taunton, including working with individual lessons and in group workshops to support the teaching and learning in a pastoral capacity
Salary & Contract	Contract for academic year (2024/25) Saturdays 10:00–13:20 in term time, from January 2025 Self-employed, £20 per hour 9 weeks per term

ABOUT GYA TAUNTON & GUILDHALL YOUNG ARTISTS

Guildhall Young Artists Taunton (GYA Taunton) is an exciting, vibrant, and accessible Saturday performing arts centre based at Richard Huish College, Taunton.

GYA Taunton is part of a national under-18s network of 6 similar centres which are part of Guildhall Young Artists (GYA), a department of Guildhall School of Music & Drama, London. <https://www.gsmd.ac.uk/>

Students aged 5 to 18, from a range of backgrounds, access music and drama training at GYA Taunton in group workshops as well as individual tuition, all delivered by top creative practitioners and industry professionals.

Personalised timetables fit the needs of each student. Every individual is nurtured to create, perform, improvise, and collaborate with peers at regular performances and other learning opportunities.

ABOUT THE ROLE

We are looking for an enthusiastic Teaching Assistant (TA) to join our GYA Taunton community and play a key role in the development of our drama provision. Our performing arts centre has a dedicated and experienced team of teaching and support staff. We have strong links with Guildhall School and our host venue Richard Huish College, and have extremely supportive parents.

We are seeking to appoint a TA who is able to support children and young people in a pastoral capacity in their performing arts learning, both within a group and on a 1-1 basis, to be a good team player and able to promote active participation in the drama workshops at GYA Taunton. We need the TA to be a good team player and willing to promote active participation in the drama workshops at GYA Taunton, to be able to work flexibly in a busy setting, and be a good communicator.

Key Relationships

- Head of GYA Taunton
- Lead Administrator
- Drama Tutor
- Other centre practitioners
- Designated Safeguarding Lead & Deputy Designated Safeguarding Lead
- Parents and carers
- Visiting practitioners
- Guildhall School of Music & Drama and colleagues in the wider GYA network

DUTIES

- To support young people in drama workshops and projects across the age ranges - from GYA Taunton's youngest students through to higher education entry.
- To support the development of the drama curriculum by sharing ideas with the Drama Tutor.
- To research and provide information and advice as needed regarding access to appropriate higher education courses to students and parents, including signposting to open days, audition workshops, summer schools, transition events and other opportunities.
- To embrace an inclusive learning environment offering personalised pathways for students of all experience and abilities and needs, monitoring to ensure individual welfare and progress.
- To use effective strategies for managing behaviour positively.
- To communicate efficiently and liaise with the Head of Centre, staff and parents as appropriate.
- To safeguard Health & Safety at all times and promote good practice to students.
- To follow all safeguarding and associated policies.
- To ensure compliance with all other policies and to complete all associated training as required and show a commitment to continued professional development.
- To attend and participate in meetings and monitor GYA emails regularly.

DISCLOSURE & BARRING SERVICES CHECKS & SAFEGUARDING

- To provide the Head of GYA Taunton with evidence of fitness to carry out the services outlined in the form of prior clearance by the Disclosure and Barring Services (DBS) and provide an up-to-date DBS Certificate to the City of London Corporation.
- Continue to be registered with the DBS Update Service and shall be reimbursed the annual registration charge on production of the Certificate and proof of payment.
- To abide by Guildhall School's Safeguarding Policy and undertake training as required by Guildhall School. Please find Guildhall School's Safeguarding Policy and other policies at [this link](#).

HEALTH & SAFETY

To take reasonable care for all Health & Safety matters concerning oneself and others, in accordance with City of London Corporation's Health & Safety procedures.

EQUAL OPPORTUNITIES

To conduct all activities taking account of Guildhall School's and City of London Corporation's Equal Opportunities policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote Guildhall School's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

OTHER RELEVANT INFORMATION

Once an offer of work has been made, and trial period completed, the services would be provided through a Contract for Services on a self-employed basis with City of London Corporation for specific and agreed hours (not include breaks which are unpaid) at the hourly rate of £20.00 pro rata for 2024-25 academic year.

Please see attached GYA Taunton term dates for 2024–25 and note GYA Taunton opening times are 08:30 - 16:30 on 30 Saturdays per academic year, but the number of weeks per term varies between 9, 10 and 11 weeks.

GYA Taunton - Drama Teaching Assistant – Person Specification

	<u>Essential</u>	<u>Desirable</u>
<p>Technical skills, qualifications, and experience</p> <ul style="list-style-type: none"> • Educated to A Level (or equivalent) in relevant subjects • Experience in an education environment with safeguarding and Prevent • Acting training at FE or HE level • Interest in teaching within a specialist environment • Ability to motivate, enthuse and inspire young people • Ability to adapt to individuals' needs and learning styles • Ability to support the planning, management and delivery of performances by students • Good verbal and written communication skills and confidence • Engagement with suitable networks and professional bodies with a commitment to continued professional development • Understanding of the centre's commitment to safeguard and promote the welfare of children 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Business Skills</p> <ul style="list-style-type: none"> • Ability to communicate well effectively both orally and in writing • Ability to develop and sustain relationships with Guildhall School colleagues, students, parents and carers • Ability to work as part of a committed team • Ability to work on Saturdays in Taunton • Ability to offer drama career guidance to young people • First Aid trained 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

Personal Skills <ul style="list-style-type: none"> • Ability to support and motivate young people • Enthusiasm and commitment to GYA Taunton • Efficient and organised • Ability to prioritise and manage own workload • Self-motivated with a calm approach and understanding of professional behaviour expected 	✓ ✓ ✓ ✓ ✓	
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Guildhall School of Music & Drama is committed to safeguarding and safer recruitment process. All staff have the responsibility to follow best practice as set out in our Safeguarding Policy.

GYAT SPRING TERM DATES 2025

Saturday 11 January – week 12

Saturday 18 January – week 13

Saturday 25 January – week 14

Saturday 1 February – week 15

Saturday 8 February – week 16

Half Term – no GYAT – Sat 15 & 22 Feb

Saturday 1 March – week 17 – 11th birthday!

Saturday 8 March – week 18

Saturday 15 March – week 19

Saturday 22 March – week 20

Saturday 29 March – week 21

Saturday 5 April - 'make up week' in lieu of 7/12/24

Holidays – no GYAT – Sat 12 & 19 April

GYAT SUMMER TERM DATES 2025

Saturday 26 April – week 22

Saturday 3 May – week 23

Saturday 10 May – week 24

Saturday 17 May – week 25

Half Term – no GYAT – Sat 24 & 31 May

Saturday 7 June – week 26

Saturday 14 June – week 27

Saturday 21 June – week 28

Saturday 28 June – week 29

End of Year Performance Part I at 2pm

Saturday 5 July – week 30

End of Year Performance Part II at 2pm

GYAT Summer Holiday Course in August 2025 (dates TBC)

An action-packed week of fun workshops in music, drama, production arts, art & design & more for all 10-18s.
Guildhall Young Artists Taunton, % Richard Huish College, South Road, Taunton, Somerset TA1 3DZ
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