



# Freelance Assistant Drama Practitioner for SEN Classes

October 2021

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**hq**  
THEATRES &  
HOSPITALITY  
The UK's premier provider of  
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**G Live** is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Trafalgar Entertainment Ltd., one of the largest entertainment Groups in Europe.

**Employment type:** Freelance

**Fee:** £700 per 10 week term

This is a freelance role. The successful candidate will be responsible for paying their own tax and National Insurance contributions.

**Hours:** Saturdays, Term Time Only, 10:00 – 11:15 (Juniors) 11:30 – 13:00 (Seniors).  
Additional preparation time expected.

**We would expect a freelancer to commit to the project until at least July 2022**

**Work location:** G Live, Guildford

**Purpose of the role:** To assist the Lead Drama Practitioner to run two weekly drama sessions (Juniors 7-11 years, seniors 12-17 years) focusing on confidence building, teamwork and self-esteem, and to help the Lead Drama Practitioner coordinate termly showbacks with the support of the Creative Learning Manager.

The successful applicant will be required to comply with our Data & Barring Service (DBS) Check procedures.

**Our ideal candidate:** Would have some experience assisting drama / artistic sessions with SEN participants ages 7 – 17 years old

**For an informal discussion contact:** Fiona Moon, Creative Learning Manager  
01483 739065

**Closing date:** Friday 29<sup>th</sup> October at 5pm

**How to apply:** Please send a CV and personal statement to [fmoon@glive.co.uk](mailto:fmoon@glive.co.uk)

**REPORTING**

You will report directly to the Lead Drama Practitioner and Creative Learning Manager.

**KEY ACCOUNTABILITIES****Operations**

- Assist in the delivery of weekly drama sessions for SEN participants
- To help create a welcoming, safe and enjoyable environment, allowing each participant to express themselves creatively and explore their artistic potential
- Encourage collaboration, confidence building and teamwork
- Be flexible in approach / focus and be able to respond to participants interests

**Health & Safety / Safeguarding**

- Be an advocate for good Health and Safety practices in and around the building
- Take weekly registers of attendance and report progress to the Creative Learning Manager
- Follow G Live's safeguarding policies and procedures and alert the Lead Drama Practitioner and Creative Learning Manager to any concerns

**Recruitment, Training and Development**

- Undertake training and development relevant to the successful execution of the job role
- The successful applicant will be required to comply with our Data & Barring Service (DBS) Check procedures.

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**PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

**Experience**

- Experience of assisting with creative workshops / classes with children and young people with additional needs

**Skills**

- Excellent communication and approach; friendly, warm and encouraging
- Strong people skills, with the ability to inspire and develop a team
- Empathetic, patient, and sensitive to the needs of participants

**Knowledge**

- Good knowledge of the current arts industry and the value of community arts
- Knowledge / Experience / Training in working with those with additional needs

**Qualifications**

- Diploma or experience in an arts based subject
- Safeguarding qualification desirable

**Attitude**

- A 'can-do' attitude and a positive, flexible approach
- A desire and ability to offer excellent customer service
- An ability to work calmly and effectively under pressure
- Demonstrable enthusiasm for theatre / community arts
- An inspiring, professional manner
- Positive and creative approach to problem solving
- A willingness to undertake developmental opportunities

**Other**

- Willing to agree to appropriate Data & Barring Service (DBS) background checks.