



RAMBERT
SCHOOL

**HEAD OF PARTICIPATION,
OUTREACH AND WP**

Join the Participation, Outreach & Widening Participation Team at Rambert School.

We currently seek an experienced, passionate and highly motivated individual to lead the School's participation, outreach & WP department.

WELCOME

FROM AMANDA BRITTON

CHIEF EXECUTIVE, PRINCIPAL & ARTISTIC DIRECTOR



Rambert School is a world-leading centre of ballet and contemporary dance training; a dance education sector innovator shaping new generations of dance professionals to the highest standard. Our international

influence and reputation honours the name of Marie Rambert, the iconic Polish dance pioneer of the Ballets Russes who founded the School in the UK in 1920. Under Rambert's guiding light, the Rambert School and the Company which flowered from it, became synonymous with technical excellence and creativity.

We pride ourselves on nurturing each individual throughout their training and education, promoting autonomy and preparing our graduates for life as dance professionals. Marie Rambert famously stated that her School should not be a 'sausage factory'. We have chosen to remain small, and each individual is carefully supported, during training and often beyond, through a programme which is flexible

enough to cater for individual physical differences and which fosters personal reflection and research. Each cohort hosts a diverse range of students from widely varied backgrounds, encouraging a cross-fertilisation of ideas, and creating graduates who are both open to new concepts and respectful of cultural diversity.

The 'Rambert spirit' is still at the heart of what we do, some 101 years after Marie Rambert founded the School. Though hard to articulate, those who have trained at the School or danced with the Company have been touched by it, irrespective of which Director or Principal was at the helm. The 'spirit' could be simply a passion for dance, and individuality in self-expression. It could be a fearlessness of the unknown, the drive to be a pioneer or to explore new creative territory. It could be a belief in the integrity of the art form, and a desire to communicate this. Or perhaps it could even come from Marie Rambert herself, her renowned fierce determination and indomitable energy.

Welcome to Rambert School.



ABOUT RAMBERT SCHOOL

Rambert School's mission is to provide world-leading training and education in ballet and contemporary dance, embracing individuality and innovation, while being deeply rooted in tradition and technical rigour. Our student body is purposefully small but diverse, with just 45 undergraduates from all over the world accepted each year to benefit from intimate and intensive training. Creativity and performance are fundamental pillars of our training, and our students are given the opportunity to create and showcase their own work, repertoire, and commissions by leading choreographers at a variety of world-class venues each year.

The School dates back to 1920, when iconic Polish dance pioneer of the Ballet Russes, Marie Rambert, founded a dance school in Kensington based on the principles of creativity, innovation and individuality. The Ballet Rambert developed out of the School, producing and nurturing some of history's most celebrated dancers and choreographers. From Frederick Ashton to Antony Tudor and Christopher Bruce, the Rambert name has always been synonymous with technical excellence and thrilling creativity.

Having just passed our centenary, Marie Rambert's founding principles are still at the core of what we do and are reflected in our holistic approach to nurturing talent and developing well-rounded, creative and thinking dancers, choreographers, teachers and academics. As we head into our second century, our unique and cutting-edge undergraduate and post-graduate programmes position the School at the forefront of international dance education and research.

The [Foundation/BA \(Hons\) degree course](#) has a 50/50 split between ballet and contemporary dance, unlike any other dance school in the UK.

The [MA course in Dance Research for Professional Practitioners](#) was launched in 2020. Throughout the course, students pursue independent research, based on current embodied practices and previous experience as professional practitioners, to address the practical, artistic, cultural, social, and political implications of dance in the sector.

We recently created [Rambert Grades](#), in collaboration with Rambert (dance company). A progressive and inclusive online syllabi of contemporary dance training and examinations for children and young people, Rambert Grades is committed to empowering and harnessing creative movement and expression in all. Following a recent international launch, Rambert Grades has the potential to change the landscape of contemporary dance and extend the Rambert Family on a global basis.

We are passionate about our Widening Participation and Outreach activities and continue to deepen our links with members of the community and pupils from local and regional schools and colleges through visits, workshops, and open rehearsals.

The School is an outward looking institution that believes dance is for everyone and champions diversity in dancers, repertoire, and audiences.



JOB DESCRIPTION

POST

Head of Participation, Outreach and WP (POWP)

REPORTING TO

Chief Executive, Principal & Artistic Director

DIRECT REPORT

WP Research & Evaluation Analyst

Participation & Outreach Officer (to be recruited, with successful candidates input)

CONTRACT TYPE

Permanent, full-time

SALARY

In the region of £35,000 per annum

HOURS

Full-time, 9am to 5pm, Monday to Friday (or the equivalent number of hours)

Semi-regular weekend work: Approximately 4 Saturdays per term plus 4 Saturdays during the Summer Course and Global University Sponsorship programme. Occasional evening hours will be required.

LOCATION

This is a hybrid role and will be worked remotely and onsite at Rambert School, St Margarets Drive, Twickenham, [TW1 1QN](#).

During short courses, you will be required to be on site for all hours that participants are in the building. These often occur during school holidays.

2024 Short Course dates:

Easter Intensive: 3 days (10-12 April)

Summer Course: 3 weeks (15 July – 3 August, Mondays to Saturdays)

Global Universities Sponsorship Programme: 1 week (5-10 August)

Autumn Intensive: 3 days in October (exact dates TBC).

Occasional travel to other venues required, e.g. schools and colleges

OTHER BENEFITS

- 21 days of annual leave, plus English public and bank holidays;
- Additional paid time-off during the Rambert School Christmas holidays;
- Paid overtime / Time Off In Lieu (TOIL);
- Pension scheme;
- Employee Assistance Programme;
- Cycle2Work Scheme;
- Staff training and CPD opportunities;
- A friendly, inclusive, and accessible working environment.

N.B. There is no lift access to the upper floor of Clifton Lodge, making the site only partially accessible to wheelchair users.



APPLICATION PROCESS

TO APPLY

Email CV and covering letter to hr@rambertschool.org.uk and submit the online [EDI Monitoring Form](#).

DEADLINE

9am on Monday 20 November

INTERVIEWS

First and second-stage interviews will be held during w/c 4 December

START DATE

To be agreed with the successful candidate, ideally by 3 January 2024

If we can help to make any stage of the application and recruitment process more accessible to you or you have any specific questions, please contact Grace Campbell via email hr@rambertschool.org.uk or phone 020 8892 9960.

OUR MISSION

Our mission is to provide world-leading training and education in ballet and contemporary dance. Fueled by innovation and creativity, Rambert School plays a key part in the professional dance sector. Our finely tuned curriculum, inspirational teaching and the talent and individuality of our students makes us a world-leading centre for dance training. We are the only school in the UK to focus equally on classical ballet and contemporary dance, ensuring we give our students sound technical training and that we produce industry-ready dancers and choreographers.

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

People are the foundation of Rambert School's success. Our School community is culturally diverse, and we foster a fully inclusive culture within our staff team, student body and Board of Trustees. At the heart of our School is an openness where tradition meets innovation. Diversity and inclusion are critical to our vision of sustaining a School in which the history of the art form is understood and respected, whilst its boundaries are examined and questioned. The 'Rambert Spirit', which is centred on the celebration of individual creativity and innovation, informs this vision and our methods to ensure that equity, diversity and inclusion remain a continuous key priority for our institution. Our approach will enable generations of future dancers and dance makers to navigate a sector that leads the way in diversity and inclusion. Read our full [EDI Statement and more here](#).

What this means for our recruitment process

- A broad search, promoting our opportunities through as many different channels as possible, to ensure that we attract high quality applicants from diverse backgrounds.
- A structured shortlisting and interview process, conducted by more than one person.
- Making every effort to eliminate discrimination and barriers, direct and indirect, from the recruitment and selection process.
- Making necessary reasonable adjustments, where possible, throughout the recruitment and selection process to reduce any potential barriers and ensure equality of access for all applicants.

PURPOSE OF THE POST

- Develop, produce and deliver dance projects to engage and support young people in the UK from under-represented backgrounds in HE.
- Scout, support and mentor young people from a range of dance backgrounds and experience levels through our programmes to realise their potential.
- Ensure Rambert School meets its requirements with regards to Widening Participation as stated by the OfS, including overall oversight of the content, implementation and monitoring of the Access and Participation Plan (APP).
- Manage and deliver Rambert School's Participation, Outreach and WP activities, including managing the artists and assistants engaged to deliver activity.
- Ensure Participation, Outreach and WP department serves the mission of Rambert School and maintains a relevant and forward-thinking strategy to embed this work across all areas of the school.
- Keep engaged with and informed of activity and changes in the dance education sector and HE sector.

WIDENING PARTICIPATION

- Have strategic overview of Widening Participation across the lifecycle of the student from access to success and progression.
- Keep up to date on all Widening Participation updates and developments from the OfS and respond accordingly, including to updates on OfS strategy and request for monitoring.
- Create APP on a 4-year basis, in liaison with the WP Research & Evaluation Analyst and all other relevant colleagues and external consultants, as required. Submit to the OfS for scrutiny and liaise thereafter.

- Submit monitoring of the APP to OfS as required.
- In collaboration with the Chief Executive, Principal & Artistic Director, act as accountable officer for the APP for the school.
- Implement the APP in collaboration with colleagues, including the Head of Admissions & Student Support, the Deputy Principal and the Research & Evaluation Analyst.
- Attend GuildHE network meetings and symposiums.
- Stay updated with OfS and other relevant governmental policymakers.

PRE-VOCATIONAL & PRE[PARE] PROGRAMMES

- Manage Rambert School's Pre-Vocational and Pre[Pare] courses (year-long Ballet and Contemporary Dance training programmes for students preparing to apply for vocational dance training).
- Work closely with faculty to develop and support the delivery of the programmes.
- Develop and manage the budget.
- Be the primary contact for all participants and/or parents and guardians.
- Support mental health, wellbeing and safety of participants, taking responsibility for this whilst participants are in Rambert School's care.
- Produce performance opportunities internally and externally, including liaising with technical staff and managing costume bank.
- Oversee recruitment process – applications, organising auditions and offers, ensuring the course meets its Widening Participation aims through the process.



- With marketing and communications colleagues, promote and recruit participants, in line with the APP strategy.
- Continually monitor programmes.

SHORT COURSES

- Plan, coordinate and develop Rambert School's holiday courses, including the Summer Courses (3 weeks in late July/early August), Global Universities Programme (1 week in early August); Easter Intensive (3 days in April) and Autumn Intensive (3 days in late October).
- Plan and develop artistic content of courses.
- Manage individual project/course budgets and ensure income generation is in line with Chief Financial Officer's expectations.
- Together with marketing colleagues, promote and recruit participants for courses.
- Schedule, contract and manage faculty and student assistants.
- Receive, review and log applications and payments for courses, with the support of the School Administrator.
- Act as primary contact for all participants and/or parents enrolled in courses.
- Support mental health, wellbeing and safety of participants, taking responsibility for this whilst participants are in Rambert School's care.
- Group participants based on previous experience to ensure positive learning experience.
- Ensure smooth-running of the courses, in liaison with relevant team members.
- Continually monitor programmes.

SCHOOL, COLLEGES & COMMUNITY PROJECTS

- Plan, coordinate and develop Rambert School's programme of activity for Schools and Colleges, including the Aspire Project and other collaborations with and opportunities for schools.
- Look to extend the Aspire programme in other areas across London.
- Make and maintain strong links with partners, in particular Schools, Colleges and feeder programmes across London and the UK.
- Develop opportunities for dance teacher workshops.
- Work in collaboration with Rambert Grades to support grassroot dance activities.

STUDENT DEVELOPMENT

- Develop and maintain strong communication channels with students to continually receive feedback about professional development needs and develop related opportunities, e.g., dance teaching and choreographic opportunities.
- Together with the Chief Executive, Principal & Artistic Director, and the Deputy Principal, coordinate teaching workshops and opportunities for students.

FUNDRAISING

- Handle sensitive and protected data around household income for bursaries, assessing and administering bursaries and travel bursaries for participation and outreach programmes.
- Work in partnership with the Head of Development & Communications on fundraising specific to the department.

COMMITTEES AND MEMBERSHIP BODIES

- Chair the School's WP Committee, which meets once a semester, drafting agenda and overseeing collation of supporting papers, in collaboration with the Committee Secretary (currently the WP Research & Evaluation Analyst).
- Membership of the Academic Quality & Standards Board (AQSB) and the EDI Committee, which meet once a semester.
- Membership of the School's Senior Management Team (this role will be inducted into senior management responsibilities during the three-month probationary period).
- Membership of the WP Committee for Guild HE.
- Stay abreast of other external committees and membership bodies that may be relevant to the delivery of participation, outreach and WP at the School.

GENERAL DUTIES

- Provide regular updates of Widening Participation strategies and Participation and Outreach activities to staff and Board of Trustees.
- Act as a Safeguarding Lead for the organisation, in particular for Pre-Vocational and Pre[pare] and short courses.
- Act as lead first aider on site during short courses
- Oversee the update and maintenance of department's pages/information on Rambert School website, in liaison with Marketing & Communications colleagues.

- Update Marketing & Communications colleagues on marketing, press and social media needs.
- Support faculty members with recruitment of international students and international profile raising of School through offering short course scholarships at international competitions and other events.

OTHER

- Undertake training deemed necessary by your manager and apply it in the workplace.
- Take part in such additional working groups and committees as might from time to time be required for the fulfilment of School aims.

- Perform office administration responsibilities, such as answering the phone, when required.
- Always ensure best practice in relation to the School's IT, GDPR and privacy policies.
- Display an active and committed engagement with the School's Mission, Anti-Racism & Racial Justice Charter and all other policies and procedures, including the Code of Conduct & Code of Behaviour, EDI and Safeguarding Policies.
- Provide a professional image of the school at all times, both externally and internally.
- Undertake any other reasonable tasks as directed by your line manager.

KEY WORKING RELATIONSHIPS

- Chief Executive, Principal & Artistic Director (Line Manager)
- WP Research & Evaluation Analyst (Direct Report)
- Participation & Outreach Officer (Direct Report – to be recruited, with successful candidates' input)
- Chief Financial Officer
- School Administrator

- Head of Admissions, Registry & Student Support
- Deputy Principal
- Head of Studies
- Head of Marketing
- External Consultants on special projects, such as the APP



PERSON SPECIFICATION

ESSENTIAL SKILLS & EXPERIENCE

- Educated to degree level or equivalent.
- Experience of working in an educational environment.
- Experience of working effectively with teachers, children and young people, particularly those aged 11–20 years.
- An understanding of the changing structure of HE and primary and secondary education in the UK.
- Experience of leading participation and outreach activities, preferably within a dance/arts setting.
- Experience of producing a programme of events and workshops.
- Experience of teaching or delivering training.
- Experience of budget management (e.g., for an event, activity or project).
- Ability to communicate with and present effectively and professionally to a wide variety of people at all levels.
- Highly effective presentation and training skills.
- Effective oral and written communication skills.
- Excellent interpersonal skills.
- A high level of IT competence with a good knowledge of Microsoft packages including Word, Excel and Teams.
- Ability to work effectively in a team and independently.
- Information management skills including a high level of accuracy and attention to detail.
- Able to develop and maintain good working relationships across and outside the School.
- Adaptable and flexible. Able to cope with and meet competing demands.
- Ability to prioritise work and respond effectively as new projects are introduced.
- The ability to take initiative and be proactive.
- Readiness to travel as required.

DESIRABLE SKILLS & EXPERIENCE

- Experience in working with the community/volunteering.
- Experience of project management.
- Experience in customer service role.
- Experience in dance teaching.
- Experience/relevant training in safeguarding children, young people and vulnerable adults.
- Trained and confident first aider.

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Chief Executive, Principal & Artistic Director in accordance with the grade of the post. You will be working as part of a small, friendly, operations and development team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.

Rights to work in the United Kingdom

Applicants for this position must be eligible to work legally in the United Kingdom. If you do not have the necessary permission to do so, unfortunately we are unable to consider your application.

DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions.

October 2023

**Rambert School of Ballet
and Contemporary Dance**

Clifton Lodge
St Margarets Drive
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Find us online at
rambertschool.org.uk

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Rambert School is a part
of the Conservatoire for
Dance and Drama

RAMBERT SCHOOL



University of
Kent

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