

# LIPA

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

LIPA  
4-19  
ACADEMY

## Job Description

<b>Job Title</b>	Early Start Teacher Musical Theatre (will include (Dance/Acting/Singing))
<b>Salary Scale</b>	LIPA 4-19 - £32.60 per hour (inclusive of holiday pay)
<b>Department</b>	LIPA 4-19 Academy
<b>Responsible To</b>	LIPA 4-19 Programme Leader
<b>Responsible For</b>	Early Start Assistant LIPA 4-19 students
<b>Number in Post</b>	Varies
<b>Date Drafted</b>	November 2023

### Job Purpose

To provide LIPA 4-19 with leading edge expertise in the area of singing, dance and acting and training children aged 4-6 years to required standards, preparing them for productions and performances.

### Major Tasks

1. Deliver teaching sessions to students aged 4-6 years.
2. Prepare musical theatre pieces for students for shows and exams.
3. Duties common to all LIPA staff.

### Job Activities

#### Major Task 1 - Deliver Teaching Sessions

1. Prepare sessions to ensure an exciting variety of singing/dance/acting teaching for students.

2. Arrange song and choral pieces/dance pieces/acting presentations, directing students as appropriate.
3. Correct dance technique and provide dance interpretation and presentation skills.
4. Help students learn improvisational and characterisation skills, creating an atmosphere of fun and enjoyment.

### **Major Task 2 - Individual Coaching and Advice**

#### **Singing**

1. Bring about confidence and develop a love for music.
2. Coach on pitch and harmony.

#### **Dance**

1. Coach individual students in improving their dance technique.
2. Give advice/guidance on.
3. Physical and special awareness.
4. Use of body creatively.
5. Musicality (Rhythm, feel etc.);
6. Co-ordination.
7. Stage presentation/concentration building.

#### **Acting**

1. Coach individuals and groups to enjoy role-play, developing imagination.
2. Give advice/guidance to students within the area of acting.
3. Introducing text to encourage language development and reading skills.

### **Major Task 3 - Preparation of Song and Choral Pieces for End of Year Productions**

1. Selection of appropriate music/dances/acting presentations according to student capability.
2. Arrangement of pieces for exams and end of year shows
3. Co-ordinate the students during productions.

### **Major Task 4 – Common Duties**

1. Works flexibly, including contributing to LIPA 4-19 work projects of a general nature and providing cover for other staff.
2. Participates in staff appraisals and training programmes as required.

3. Always carries out duties with due regard to Equality and Diversity, Health and Safety and other LIPA 4-19 policies as agreed and revised from time to time.

#### Notes:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement with the person concerned and will be recorded in the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

#### Location:

The job is initially located on our main site. However, it may be that from time to time the postholder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

#### Hours:

The teaching session will be 3 hours long (split into two 1.5-hour sessions), on Saturday mornings. The Saturday sessions will run from 10am-1pm.

Periodically meetings may need to be held to plan and inform staff working on the Programme. In these instances, we will ensure you receive payment for your attendance at an appropriate rate.

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## Person Specification for the post of Early Start Teacher (LIPA 4-19)

		To be identified by:
<b>Education and Qualifications:</b>		
Performing Arts Degree from a recognised institution, with Music or Dance as a major.	Desirable	Application Form /Certificates
<b>Experience / Knowledge:</b>		
Professional Singing/Dance/Acting Experience.	Essential	Application Form
Experience and understanding of a large variety of musical genres, including musical theatre, pop, jazz, rock and classical.	Desirable	Interview
Experience of creating vocal arrangements including harmony.	Desirable	Application Form/ Interview
Experience of directing acting presentations/plays for productions.	Essential	Application Form/ Interview
Experience and understanding of a large variety of dance techniques including show, street, and physical theatre.	Essential	Application Form / Interview
Experience of choreography of dance for productions.	Essential	Application Form / Interview
Musical Theatre experience.	Desirable	Application Form / Interview
Workshop Leadership Experience.	Essential	Application Form / Interview
Experience of working with very young people in a teaching environment.	Essential	Application Form / Interview

<b>Skills and Ability:</b>		
Innovative, creative, and adaptable.	Essential	Interview
Ability to work well in a team.	Essential	Interview
Enjoy working with young people.	Essential	Interview
Able to play the piano.	Desirable	Application Form
<b>Commitment:</b>		
To Equality and Diversity Policies and Practice.	Essential	Interview
To the provision of a high level of service to the customers of the Academy.	Essential	Interview
Enthusiasm and flexibility.	Essential	Interview