

Job Description

Job Title	Early Start Teacher Musical Theatre (will include Dance/Acting/Singing)
Salary Scale	LIPA 4-19 Scale 25 - £34.23 per hour (inclusive of holiday pay)
Department	LIPA 4-19 Academy
Responsible To	Head of LIPA 4-19
Responsible For	No subordinate staff
Number in Post	Varies
Date Drafted	Aug 2026

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. To prepare musical theatre pieces for end of year productions.
3. Duties common to all LIPA staff.

Job Activities

Major Task 1: Deliver Teaching Sessions

1. Prepare sessions to ensure a wide, exciting variety of singing/dancing/acting teaching for students at LIPA 4-19.
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 improvisation and characterization 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. Select appropriate music/dance/acting presentations according to student capability.
2. Arrange 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. Carries out duties at all times 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:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA 4-19's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Location:

Hours are available at our main site on Mount Street. 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 actual teaching sessions will be 10am – 1pm on Saturdays (although you will be expected to arrive in good time to collect or register your classes).

Periodically meetings may need to be held in order 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.

Person Specification – Early Start Teacher (LIPA 4-19)

		To be identified by:
Education and Qualifications:		
Performing Arts Degree from a recognised institution, with Music or Dance as a major.	Desirable	Application Form /Certificates
Experience / Knowledge:		
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
Skills and Ability:		
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
Commitment:		
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