



# Schools Partnership Manager Recruitment Pack

---



OLIVIER  
AWARDS 



# OVERVIEW

---

<b>Reports to:</b>	Head of Creative Learning
<b>Salary:</b>	£27,053 per annum
<b>Hours:</b>	Full time role (35hrs), Monday to Friday (10am-6pm regular hours). Overtime is not paid but time off in lieu will be given. As a company we are engaging with a trial of a 4-day working week, this will shift regular working days to Tuesday - Friday with no adjustment to offered salary. This role is based on-site at Little Angel Theatre and Little Angel Studios.
<b>Holiday:</b>	Equivalent 26 days per annum, plus Bank Holidays. <i>(entitlement will be adjusted during 4-day week trial, in line with working hours adjustment)</i>
<b>Fixed term contract:</b>	6 months with the intention to extend.

We particularly welcome applicants who are currently under-represented in the arts and puppetry sector. For further information or to discuss access requirements for your application contact us at [recruitment@littleangeltheatre.com](mailto:recruitment@littleangeltheatre.com).

## About Little Angel Theatre

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form

"Little Angel is nothing less than an icon of north London childhood." Time Out, 2016

For more information about Little Angel Theatre please see [www.littleangeltheatre.com](http://www.littleangeltheatre.com)

## About the Creative Learning Programme

The Creative Learning Programme at Little Angel Theatre is created for and with our local community around Sebbon Street. This includes regular activities for children and adults from the local area. A core part of our local Community Engagement programme is the school partnerships we hold with eight local primary schools. Schools who are part of the programme have access to a wealth of opportunities and resources to enrich pupils' artistic engagement and support teachers to enliven and enhance the curriculum.

We are also developing our national school partnership offer, including rolling out a new literacy project inspired by our production of Charlie Cook's Favourite Book, which is touring throughout the country in 2024.

# CORE DUTIES

---

## The Role

Little Angel Theatre is recruiting a creative person with experience in project management, producing and schools engagement and who has an interest in theatre and literacy to manage our national literacy project and our local Schools Partnership Programme, as well as supporting the development of a national schools Partnership Programme.



## National Literacy Project – Reading Through Play

Our *Reading Through Play* project will reach children across the UK, specifically outside of London as participants in schools - in order to support the levelling up agenda by specifically targeting children with low arts engagement. Through the workshops in schools we aim to reach disadvantaged children via targeted schools recruitment. We will be visiting ACE priority areas, where we will be developing schools audiences by engagement in this project.

This is a project about reading and the joy of reading. The school workshop element of *Reading Through Play* addresses this head on – children will participate in a play-based workshop, giving them creative agency and innovative routes into exploring literature; and it gives teachers and parents the confidence to use creative activities to help their children enjoy books.

LAT specialises in making shows for this age, and running play-based workshops. Our approach to creating any work with children is collaborative and reflective. The workshop will be tested with LAT's partner schools to ensure that they allow agency for the children, support key curriculum areas for the teachers, and inspire a love of reading.

**This role is responsible for managing the roll out of the national schools engagement workshop of the 'Charlie Cook' National Literacy Project.**

## Local Schools Partnership Programme

This role also involves managing the communication and delivery of the work we do within the partnerships we hold with eight local schools which includes:

- A theatre visit for every pupil in the school;
- After-school puppet clubs for targeted pupils;
- CPD sessions for teachers;
- Puppet making & performing workshops;
- Career and behind the scenes opportunities at the theatre, demonstrating the arts as a viable career option;
- Performances in school;
- Opportunities to see R&D/feed into work-in-progress.

## Principal Areas of responsibility:

- To manage the organisation and delivery of the school workshop element of the Charlie Cook national tour literacy project.
- To work with the Head of Creative Learning to manage our local School Partnership Programme.
- To coordinate and manage freelance staff and occasionally support with the delivery of workshops in schools.
- To manage budgets related to the relevant projects.
- To support with the development of a national Schools Partnership Programme.
- To build relationships with schools and venues.

## Administration

- Day-to-day administration relating to the Schools Programme, including responding to general enquiries via phone, post and email
- To build a national schools database
- Attendance at all staff meetings
- To be responsible for monitoring and evaluation for the Schools Partnership Programme and National Literacy tour including supporting the development team with funding related tasks associated with the projects.
- To represent the company as and when required at performances, workshops, and other networking events.

## Other

- Adhere to stated policies and procedures relating to Child Protection, Health & Safety, Environmental responsibility and Equal Opportunities
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility
- Any other ad hoc duties as and when required

## Perks of the job

- 4-day working week, with full 5-day pay.
- Industry-leading in supporting staff with a flexible work/life approach.
- Proactive approach to training and development.
- Generous annual leave allowance, including birthday leave.
- Free places on adult learning courses to develop your skills.
- Be part of an exciting, dynamic and award-winning organisation.
- Complimentary tickets to shows for you and your family.
- Cycle to work scheme.
- Employee benefits scheme, including discounts at cinemas and local/national retailers.





# PERSON SPECIFICATION

---

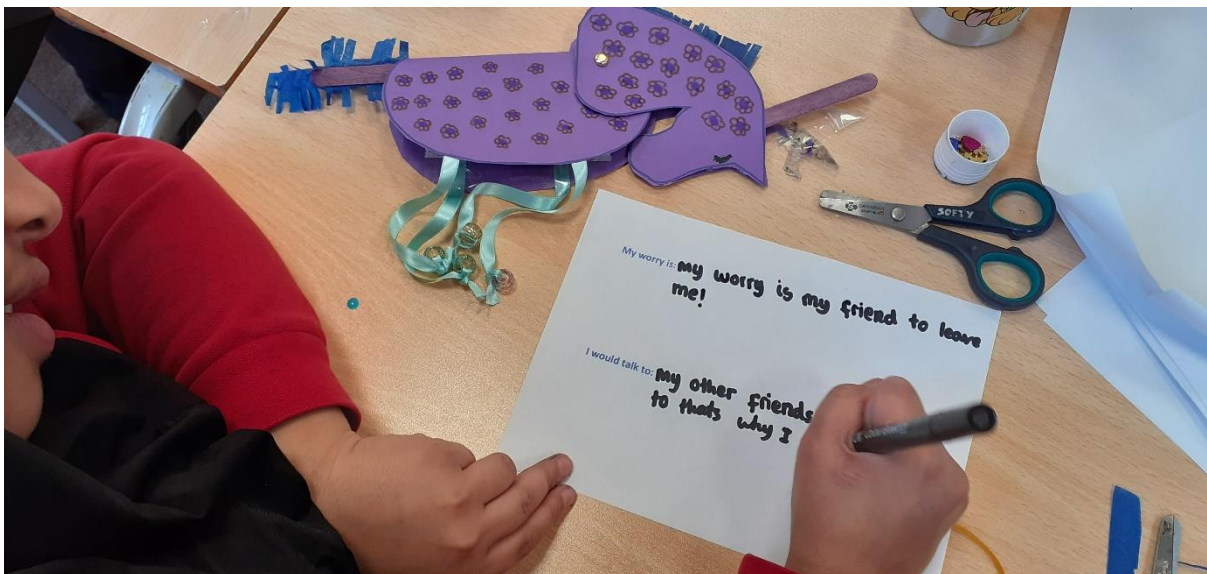
The appropriate candidate will possess the following traits and skills:

## Essential:

- Experience producing or managing education programmes or projects.
- Experience working in or with schools.
- A positive attitude.
- An interest in and experience producing creative workshops for children.
- An ability to work as part of a team.
- Flexibility and willingness to learn.
- Strong administrative skills.
- Basic understanding of financial processes and managing a budget.
- Experience working in an administrative environment.
- Strong IT skills, including Microsoft Office (Word, Excel, Outlook).
- Excellent written communication skills, including the ability to write in formal and informal registers, and to explain things clearly to others.
- Reliable, with a flexible and proactive attitude and ability to work in a multi-tasking environment as part of a small team

## Desirable:

- Experience delivering workshops in or with schools.
- Experience using Spektrix or similar database/ticketing systems



## APPLICATIONS

The deadline for applications is Thursday 22<sup>nd</sup> February, noon.

Interviews will be held on: Wednesday 6<sup>th</sup> March

This role will commence based on the candidates availability, but ideally by the end of March.

To apply please complete the application form and Equal Opportunities form that can be found on our website.

For more information about the company please see [www.littleangeltheatre.com](http://www.littleangeltheatre.com)

Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.

Application forms along with a covering letter should be emailed to [recruitment@littleangeltheatre.com](mailto:recruitment@littleangeltheatre.com) **Please quote SPM24 in the email heading.**

