Performing Arts – Drama Tutor 0.8

Job specification pack

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Ofsted Outstanding Provider

bca BIG CREATIVE ACADEMY

Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.

As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance
- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme

Sacha Corcoran, MBE (Principal)
I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Inclusivity –

What our learners and graduates say…

96% of learners at BCA say their overall experience is good. Here's what they had to say…

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."

Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia

If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

- **Post Title: Performing Arts Tutor– Drama (0.8 FTE)**

- Salary: T1-T3 (34,756-£36,794 FTE) Actual- 27804.80-29,435.20

- Part time: 4 days per week (0.8 FTE)

- Start Date: ASAP
- Closing date: 30th October

- Reporting to: Head of Curriculum (Performing Arts)

- Location: Big Creative Academy, Clifton Avenue, Walthamstow, E17 6HL

- Purpose of the role: To plan, deliver and assess UAL units within the Performing arts-Drama curriculum area, and to provide tutorial support and assistance to learners.

Job Description

Principal Accountabilities:

- Prepare, teach and assess UAL Level 3 Performing Arts.
- Personal tutor to provide pastoral support to students.

Key Tasks:

- Plan course delivery in line with study programme requirements
- Provides pastoral support to students.
- Arranges, monitors and supervises learners on study programmes, educational visits and field trips
- Plans and prepares for inspections, Moderator reports and visits.
- Assesses students, including formative and summative assessments, internal verification and supervision of assessments.
- Maintains and provides records and statistical checks in relation to own teaching and across courses, including enrolment checks, attendance records and the like.

continued…

- As part of the course team, the tutor acts as the main point of reference for students in a particular year or course group. The tutor's role includes:
  (a) participation in inducting students
  (b) providing educational and welfare guidance
  (c) assisting students in preparing individual action plans
  (d) following up student absence and tracking their course work
  (e) acting as the focal point in the maintenance of student discipline within the context of the Academy student disciplinary procedure
  (f) undertaking exit interviews with students
  (g) preparing administrative returns and reports as may be needed in relation to students, including destination records
  (h) writing student references
  (i) completing UAL and other administrative forms with students

- Participates in activities to publicise courses.
- Assists in planning and developing courses and course materials.
- Participates as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning.
- Provides advice and guidance to prospective students together with interviewing and APL work.
- Participates in student enrolment and induction.
- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role.
- Promotes and implement all Academy policies, particularly those which refer to health and safety, equality of opportunity, maintaining standards of student behaviour and safeguarding young people and vulnerable adults. Participates in Academy programmes of staff appraisal and continuing professional development.
- Develop effective working relationships internally and with external partners.
- To operate at all times in line with the Academy's values
- To work towards the behaviours outlined in the Excellence in Teaching framework at Appendix A.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

A – Application I – Interview

ATTRIBUTES	REQUIRED	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications			
Degree or equivalent within relevant area of specialism – Performing Arts - Drama	X		
Experience			
A background in professional performance or directing		X	I
Evidence of the ability to deliver consistently good or better teaching, learning and assessment	x		I
Experience of teaching with the 16-19 age group	X		A&I
A proven track record or developing teams to plan and deliver an excellent learning experience.	X		I
Experience of the pastoral care of students, monitoring their	X		I
Knowledge and Skills			
Expertise in acting styles, character development, Physical theatre, voice work and improvisation		X	I
Knowledge of influential practitioners like Stanislavski, Brecht, Artaud among others and their methodologies	X		A&I
Understanding classical, Contemporary, devised theatre and script based performances		X	I
A well-developed understanding of the particular needs of the 16-19 age group both in full-time education and employment and of the professional challenges by inner city students many of whom come from deprived backgrounds		X	I
An understanding of and commitment to safeguarding young people and vulnerable adults.	X		A&I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults	X		I
Emotional resilience in working with challenging behaviours · attitudes to use of authority and maintaining discipline	X		I
Ability to teach on a range of courses in the subject area, specifically Drama and Musical Theatre		X	A&I
Ability to provide learning and tutorial support for students	X		I
Excellent planning, organisation, IT and administrative skills, the ability to see projects through to a successful conclusion, and a general high level of efficiency.	X		A&I
Excellent oral and written communication skills	X		A
Ability to work as part of a team and on own initiative, ability to promote and recruit for courses	x		I
Commitment			
Demonstrate enthusiasm Aptitude for hard work, the ability to take initiatives, a flexible approach and an ability to implement change.	x		I

How to apply

To apply you must write a letter of application to bca-hr@bigcreative.education . This must include a supporting statement that evidences your experience matched to the accountabilities and person specification of the job role.

Closing date for application is Friday 30th October 2026

Interviews will be held on w/c 16th November 2026

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.

What our staff say…

I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.

To find out more about BCA and our approach to education please visit **http://www.bigcreative.education/**

Big Creative Academy was rated "oustanding" by Ofsted at our last inspection.

Read the full report >

Useful links

BCE promo video >

Socials

Insta @we.are.bce

Twitter:@we.are.bce

BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

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