

JOB DESCRIPTION Youth Theatre Leader – Open Stage
September 2026

JOB TITLE	Youth Theatre Leader – Open Stage
CONTRACT STATUS	Self-employed contractor engaged for services on a term-time basis from January 2027-July 2027, subject to contract.
SALARY	£40 per hour for session delivery £18 per hour for admin/ preparation
HOURS	Delivery - Weekly session delivery, 2.5hrs per session, on Saturdays during term time, 10.30-1pm (sessions run from 11am–12.30pm), for a Youth Theatre group for young people with learning disabilities aged 11–17yrs. - Delivery time to include appropriate set-up, participant welcome, session delivery, debrief and pack-down as agreed. Administration £18/hr to include 1hr preparation time per session; termly planning/review meetings with the Head of Creative Learning; workplace induction and safeguarding training. - Additional hours may be required for access planning, parent/carer communication, sharing events or production preparation; these will be confirmed in advance.
RESPONSIBLE TO	Head of Creative Learning
RESPONSIBLE FOR	No line-management responsibility
KEY WORKING RELATIONSHIPS	Internal: Head of Creative Learning Community Engagement Practitioner Box Office & Reception Manager Front of House Manager Youth Theatre Support Assistants External: Parents/ carers of Youth Theatre participants Support workers

THE ROLE

In January 2027 the Yvonne Arnaud will offer 'Open Stage', a dedicated Youth Theatre group for young people with learning disabilities. The Open Stage Youth Theatre Leader will plan, resource and deliver accessible weekly youth theatre sessions during UK term time for young people aged 11–17yrs who have a learning disability, identify as neurodivergent and/or have additional learning, communication, sensory or access needs. Sessions will take place on Saturdays from 11am–12.30pm.

We are seeking an experienced, inclusive and enthusiastic theatre/arts practitioner who is confident working with young people with a range of learning disabilities, access requirements and communication styles. You will have experience planning adaptive, practical drama activity and creating performance opportunities that respond to the needs, interests and strengths of participants.

The Open Stage Youth Theatre Leader will create a safe, welcoming, structured and inspiring environment in which twelve young people can develop their confidence, creativity, communication, teamwork and performance skills. The role requires a strong understanding of inclusive practice, safeguarding, behaviour support, sensory needs and the importance of working collaboratively with parents/carers and theatre staff to remove barriers to participation.

THE PERSON

- You will be a theatre/ arts practitioner with demonstrable experience of planning and leading practical drama, youth theatre or creative learning sessions for young people aged 11–17yrs with learning disabilities.
- You will have experience adapting drama activities for different communication styles, sensory needs, confidence levels and access requirements, using creative approaches such as devising, storytelling, movement, music, script work and visual supports where appropriate.
- You will be confident creating an inclusive, youth-led group where participants feel safe, understood and supported to take creative risks, express themselves and develop their artistic skills and voices.
- You will have strong organisational skills, with the ability to plan a term's work, prepare accessible resources, liaise with relevant staff and support an end-of-term sharing/ performance where appropriate.
- You will be an excellent communicator, able to work collaboratively with theatre staff and youth theatre assistants, and maintain positive, professional relationships with young people, parents/carers and support workers as appropriate.
- The welfare and protection of children and young people is key to the role. An enhanced DBS check is therefore required, and you will observe and comply with the theatre's safeguarding policies and procedures at all times.

SPECIFIC DUTIES & RESPONSIBILITIES

- Plan, resource and facilitate weekly practical Open Stage Youth Theatre sessions to a high standard during term time for young people with learning disabilities aged 11–17yrs, Saturdays 11am–12.30pm.

- Create and maintain an inclusive environment, adapting activities to meet a range of learning & communication styles, access needs, sensory preferences and confidence levels.
- Embed safeguarding best practice in all activity, following the theatre's policies and procedures and escalating concerns promptly and appropriately.
- Design and submit a weekly session overview at the start of each term that supports progression, provides clear structure and anticipates access needs, while empowering young people to express themselves and take ownership of their creative work.
- Lead the development and delivery of an appropriate end-of-term sharing or performance opportunity, including devising, rehearsal planning and creative support that reflects participants' access needs and ambitions.
- Prepare accessible session resources and materials, and ensure spaces are set up and left appropriately, including consideration of sensory environment, routes, seating, visual supports and health and safety procedures.
- Undertake weekly administration, including attendance registers, checking participant access information, consent and emergency information checks, and timely communication with parents/carers and colleagues.
- Maintain accurate records and contribute to monitoring and evaluation, including brief session notes, feedback, and outcome reporting as required.
- Work collaboratively with the Creative Learning team and represent the Yvonne Arnaud Theatre's values in all delivery and communications.

GENERIC DUTIES & RESPONSIBILITIES

- To demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- To comply with the Theatre's Safeguarding Policy and Procedures at all times.
- To comply with all legislative, regulatory and policy requirements as appropriate.
- To comply with the Theatre's Financial Regulations and Financial Management Procedures.
- To observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- To demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work and show commitment through everyday practice in the role.
- To work in accordance with and promote the Theatre's environmental sustainability policy and practices.

PERSON SPECIFICATION

This role is subject to safer recruitment checks, including an Enhanced DBS check.

	ESSENTIAL	DESIRABLE
SKILLS	- Proven ability to independently plan, resource and lead practical youth theatre or drama sessions for young people aged 11–17yrs with learning disabilities - Skilled at creating a safe, welcoming, inclusive and structured environment and adapting activities for different access needs, sensory preferences, communication styles and confidence levels - Strong facilitation, communication and positive behaviour-support skills appropriate to working with young people with SEND and/or learning disabilities - Ability to design a termly creative journey with clear structure, flexibility and progression for a mixed group aged 11–17yrs - Experience of directing and producing end-of-term performances and annual productions in a theatre/ arts education setting - Excellent interpersonal skills with an ability to listen, build rapport and communicate with youth theatre participants, parents, carers and colleagues - Good administrative and organisational skills demonstrating accuracy and attention to detail	Ability to source/ manage simple props and costume within agreed resources
KNOWLEDGE	Understanding of safeguarding and child protection best practice when working with disabled,	Working knowledge of GDPR/ confidentiality when

	neurodivergent and/or young people with SEND • Knowledge of practical drama and performance skills and techniques suitable for young people aged 11–17yrs • Knowledge of inclusive SEND focussed practice and practical actions which remove barriers to participation, including reasonable adjustments and accessible communication • Basic understanding of health & safety and managing risk in workshop and performance settings	handling participant information • Working knowledge of Spektrix CRM & ticketing system • Knowledge of theatre operations relevant to participatory work (e.g., front of house, box office, production/technical processes)
QUALIFICATIONS	• A relevant theatre/drama/arts qualification or equivalent professional experience as a theatre/arts practitioner working with young people • Evidence of continuing professional development (attendance to seminars, conferences, training courses, etc)	• Current First Aid qualification or willingness to undergo training
EXPERIENCE	• Demonstrable experience planning and facilitating practical drama, youth theatre or creative learning workshops for young people aged 11–17yrs with learning disabilities • Experience supporting disabled, neurodivergent and/or young people with SEND in an arts, education, youth theatre or other participatory setting • Experience devising, directing and rehearsing work with young people towards performances & productions • Experience maintaining appropriate records, access	

	information and communications alongside session delivery • Experience working within safeguarding policies and procedures, including knowing when and how to escalate concerns	
PERSONAL QUALITIES	• Friendly, reliable and professional, with a genuine enthusiasm for working with young people in a creative environment • Strong commitment to equality, diversity and inclusion, and to removing barriers to participation • Organised and prepared, with the ability to deliver high-quality sessions and performances/ productions • Ability to work collaboratively as well as independently • Proactive and solution-focused	