



TONBRIDGE
SCHOOL

CASUAL CLASS INSTRUCTOR (BALLET)

Tonbridge School Centre



THE DEPARTMENT AND POST

At Tonbridge School Centre we are a team of over 100 staff, all dedicated to offer exceptionally high-quality Leisure provision for Tonbridge School boys, and the wider public community. Tonbridge School Centre (TSC) offers some of the very best sport, leisure and gym facilities in the Southeast England and is the home of our TSC Members' Leisure Club.

This post supports the TSC's aims by delivering engaging and well-structured ballet classes to a diverse range of participants. Reporting to the Senior Duty Manager, the Casual Class Instructor (Ballet) will be responsible for planning and leading sessions that promote progression, technique, and enjoyment in a safe and inclusive setting. The role requires a passionate and adaptable instructor who can inspire participants and uphold high standards of customer experience.



JOB DESCRIPTION

Job Title	Casual Class Instructor (Ballet)
Reporting to	Senior Duty Manager
Main Purpose	To deliver ballet classes to participants of mixed abilities.

MAIN DUTIES

- Planning and deliver engaging, inclusive ballet classes suitable for a wide range of abilities.
- Ensuring all classes are safe, professional, and well-structured, with appropriate progression and technique.
- Providing an excellent customer experience, maintaining high standards of service and care at all times.
- Monitoring and maintaining the safety, cleanliness, and suitability of the class environment.
- Maintaining up-to-date knowledge and teaching practices in line with current industry standards.
- Ensuring lesson plans are prepared in advance of each class.
- Undertaking any other duties as requested by the Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and abilities

- Strong passion for ballet and dance education.
- Ability to motivate, inspire, and encourage participants in a supportive learning environment.
- Excellent communication skills, with the ability to explain techniques clearly and effectively.
- Empathetic and adaptable approach when working with participants of differing abilities and confidence levels.
- Professional, enthusiastic, and customer-focused attitude.

Knowledge and experience

- Proven experience teaching ballet and/or dance classes to groups.
- Knowledge of the health, fitness, and wellbeing benefits of ballet.
- Understanding of safe practice, technique, and progression within ballet instruction.

Qualifications

- Recognised ballet teaching qualification (e.g. RAD, ISTD, IDTA or equivalent)

SAFEGUARDING

Safeguarding and child protection training is essential for this post: full training will be provided.

HOURS OF WORK

Casual role with current primary hours on Wednesdays, 10:15am - 11:45am in term time. Additional hours may be available to cover leave and holiday periods.

REMUNERATION AND BENEFITS

£26.50 per hour including proportionate holiday pay.

- Staff car parking
- Uniform provided
- CPD opportunities

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Monday 4 May at 12 noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

