

You will report to Staff Advisor and/or General Manager as appropriate.

You will be expected to provide high quality customer service to staff, parents and students and to work at all times for the benefit of Faust International Limited (FIL) children, parents, clients and staff. Duties will include, but are not limited to:

- To act as Group Leader (GL), helping to introduce students to the world of theatre and performing arts and to lead always in support of **FIL** Values and Aims and Faust Learning Outcomes.
- To encourage participating children to take part in all possible ways and develop an environment in which they feel comfortable.
- To provide termly schedules before workshops begin outlining workshop content.
- To plan weekly workshop incorporating Faust Learning Outcome content and in your absence to provide a lesson plan for a supply leader.
- To ensure your Assistant Leader (AL) and/or Student Leader (SL) are prepared for the content and delivery of workshops and delegate activities as appropriate.
- To oversee group management and provide discipline as appropriate and provide guidelines to AL and SL for group management and general direction of discipline.
- To keep the course schedule and weekly workshop content and plans confidential and to use them only for workshops for **FIL**.
- To submit one term schedule, workshop report and a selection of workshop photos per term on or before the date requested. These will be used to update parents on the children's progress.
- To accompany your group when visiting outside centres or theatres for workshop, educational activities or theatre visit. It is expected that leaders, when asked, will accompany their group to watch one show within each academic year (and will be paid at an additional fee)
- To liaise with the FIL on all matters concerning your group, the children involved, the subject matter of your workshops, problems and all matters related to **FIL**.
- For FIYT groups (excluding Tots, Stage and School Programmes) to plan, prepare for and direct your group(s) production in *The Faust Festival* and attend both performances and additional rehearsals as required. This may include but is not limited to, providing scripts, sourcing costumes and props, providing marketing material about your show, casting, providing sound and lighting scripts, participating in extra rehearsals and any other duties related to putting on a production. All Groups may also be required to host informal open sessions or presentations at the end of term.
- To take part in occasional publicity events. Any photos taken here or at any other time whilst working for Faust may be used for marketing and promotional purposes, in brochures and production flyers, postcards and programmes.
- To attend termly meetings and if required occasional, additional meetings.
- To regularly check and respond to **FIL** staff updates and reminders through email and by phone.
- To use social media and other online portals appropriately and respectfully towards FIL, staff and students and to follow the guidelines
- To follow procedures as outlined in the *The Faust Handbook for Staff*.