

Class Assistant (freelance, part time) – Job Description

Responsible to: **Lead Facilitator**

About The Kenton

The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £700k+, The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.

The Role

We are seeking a creative and passionate Class Assistant to support the delivery of *Kenton Youth*, a new theatre education programme for young people aged 9–16 launching in September 2026. This is an entry-level role, ideal for an early career theatre-maker/actor, recent school leaver, or community member interested in gaining experience in arts education and youth work.

Working alongside the Lead Facilitator, the Class Assistant will help create a positive, inclusive and well-organised environment, supporting both session delivery and participant engagement.

This role is part-time, working 3 hours per week across the year between September 2026 – June 2027. The term dates are listed below. After the first year, this role has capacity to continue and expand.

Main duties and responsibilities

- Assist with the set-up and pack-down of weekly sessions.
- Support the Lead Facilitator during weekly sessions, including working with small groups or individuals.
- Help maintain a safe, focused and inclusive environment for all participants.
- Support attendance registers, sign-in/out procedures, and general organisation.
- Provide encouragement and informal pastoral support to young people.
- Assist visiting specialist tutors where required.
- Support rehearsals and the end-of-year showcase.

- Assist with ensuring all safeguarding, health & safety, and behaviour policies are followed at all times.
- Actively contribute to a safe environment for all participants.
- Hold (or be willing to obtain) an Enhanced DBS check and relevant safeguarding/first aid training.
- Undertake relevant training and development as required.

Person Specification

Experience and Knowledge:

- Enthusiasm for theatre, creativity, or working with young people.
- Reliable, punctual, and willing to learn.
- Friendly and approachable with good communication skills.
- Hold (or be willing to acquire) an Enhanced DBS Check. This role is only for applicants over the age of 18.
- Availability on Monday evenings is essential to carry out this role

Desirable skills include:

- Interest in pursuing a career in the arts, education, or community work.
- Previous experience (formal or informal) working with children or young people.

Terms and Conditions

Salary: £15 p/h

Hours: 3 hours p/w during term time:
Monday evenings 16.50 – 19.50. Availability during these times is essential.

Contract type: Freelance. Training and mentoring will be provided as part of the role. This role can act as a progression pathway into further opportunities within Kenton Youth (e.g. facilitator training or expanded responsibilities).

Location: Onsite role; weekly sessions will be held in Henley-on-Thames.

Term Dates

Term One:

Monday 14 September, Monday 21 September, Monday 28 September, Monday 5 October, Monday 12 October

19 October - 26 October: Half Term

Monday 2 November, Monday 9 November, Monday 16 November, Monday 23 November, Monday 30 November

+ *Christmas Show trip: Friday 11 December*

Term Two:

Monday 11 January, Monday 18 January, Monday 25 January, Monday 1 February,
Monday 8 February

15 February - Half term

Monday 22 February, Monday 1 March, Monday 8 March, Monday 15 March,
Monday 22 March

Term Three:

Monday 12 April, Monday 19 April, Monday 26 April, Monday 3 May, Monday 10 May,
Monday 17 May

24 - 31 May: Half term

Monday 7 June, Monday 14 June, Monday 21 June, Monday 28 June [Showcase]

Application Process

Please email a CV and cover letter to: recruitment@thekenton.org.uk ensuring that **Class Assistant** is included in the subject line. Please ensure you complete our Equal Opportunities form, which is available on our website, and send this together with your application.

For further information please contact Lottie Pheasant, Theatre Manager at lottie.pheasant@thekenton.org.uk

Deadline for applications: 5pm Friday 1st May

We will be reviewing applications on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy earlier than the deadline if a successful candidate is appointed.