

Education Manager (part time) – Job Description

Responsible to: Theatre Manager
Responsible for: Lead Facilitator and freelance education staff

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 dynamic and creative Education Manager to lead the successful delivery of year one of *Kenton Youth*, a new, high-quality theatre education programme launching in September 2026. This is a hands-on, strategic and operational role responsible for shaping, managing, and embedding a sustainable youth education offer within a working theatre environment.

The Education Manager will oversee weekly youth provision, Arts Award delivery, safeguarding, staffing, and customer engagement, while contributing to the long-term vision of *Kenton Youth* as a flagship outreach strand.

This role is part-time, working 10 hours per week across 50 weeks between 1 August 2026 – 31 July 2027 (or 500 hours). Hours worked outside of term-time are flexible, but during the term dates (*listed below*) the Education Manager must be available. After the first year, this role has capacity to continue and expand.

Main duties and responsibilities

Programme Leadership and delivery

- Oversee the design and delivery of the weekly *Kenton Youth* programme across three terms (Sept 2026 – July 2027).
- Plan and implement Year 2 of *Kenton Youth* (September 2027 onwards).
- Ensure a high-quality, inclusive and structured curriculum covering performance, technical theatre, and backstage skills.
- Work closely with the Lead Facilitator to monitor session quality, student engagement, and progression.

- Coordinate the end-of-year showcase.
- Support delivery of additional elements including theatre visit (e.g. Christmas pantomime) and taster workshops.

Education & Curriculum development

- Adapt and refine the Year One curriculum to meet participant needs and industry best practice.
- Embed creative learning outcomes such as confidence, teamwork, resilience, and artistic development.
- Ensure clear progression pathways for participants, including potential expansion into holiday workshops, work experience, and technical theatre strands.

Arts Award Management

- Lead the implementation of Arts Award (Explore and Bronze levels).
- Oversee student enrolment, tracking, moderation, and submission processes.
- Support facilitators and students in completing Arts Logs to a high standard.
- Ensure compliance with Trinity College London requirements.

Safeguarding & Pastoral Care

- Act as (or support) the Designated Safeguarding Lead (DSL).
- Ensure all safeguarding, health & safety, and child protection policies are implemented and maintained.
- Oversee staff DBS compliance and training (including First Aid).
- Promote an inclusive, supportive environment for all participants, including those with SEND or additional needs.

Administration & Operations

- Oversee programme administration including: student enrolment, registers, fee tracking, and communications.
- Liaise with the Administrator to ensure smooth day-to-day operations.
- Manage logistics for trips, showcases, and visiting tutors.
- Maintain accurate records for Arts Award and safeguarding.

Customer Engagement & Communication

- Act as the main point of contact for parents/guardians.
- Work with the Theatre Manager and Kenton team on marketing, box office, and audience development.
- Support recruitment through outreach, taster sessions, and community engagement.
- Contribute to reporting for funders and Board of Trustees where required.

Budget Awareness & Fundraising Support

- Work within agreed budget parameters across different delivery scenarios.
- Monitor participation levels and support strategies to achieve target enrolment.
- Contribute to funding applications and reporting, particularly for bursaries and Arts Award.

Staff Management & Coordination

- Recruit, brief, and manage facilitators, assistants, and specialist tutors.
- Schedule staffing across all sessions.
- Provide ongoing support and feedback to teaching staff.
- Contribute to a positive, collaborative team culture.
- Undertake relevant training and development as required.

Person Specification

Experience and Knowledge:

- Experience in arts education, youth theatre, or community arts programmes.
- Strong organisational and project management skills.
- Experience working with children and young people.
- Knowledge of safeguarding and child protection practices.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities in a small team environment.
- Excellent numeracy, literacy, IT and organisational skills.
- Proactive and positive team player looking to make a meaningful difference in the arts sector.
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Desirable skills include:

- Arts Award Adviser qualification (or willingness to train).
- Experience managing freelance educators or small teams.
- Understanding of theatre production processes (onstage and backstage).
- Experience working in a small-scale arts organisation or pilot programme environment.
- Interest in inclusive practice and widening access to the arts.

Terms and Conditions

Salary:	£9,000 per annum OR £18 p/h.
Hours:	10 hours per week, or 500 hours, to be worked between 1 August 2026 – 31 July 2027. Hours to be agreed upon between the Theatre Manager and Education Manager.
Contract type:	Freelance
Location:	Hybrid role; remote working with some hours based at the theatre, to be decided at the discretion of the Education Manager and Theatre Manager.

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 **Education Manager** 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.