

## Lead Facilitator (freelance, part time) – Job Description

**Responsible to:** Education Manager  
**Responsible for:** Class Assistant, 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 creative and passionate Lead Facilitator to be responsible for the weekly delivery of *Kenton Youth*, a new theatre education programme launching in September 2026. This is a practical, front-facing role working directly with young people aged 9–16, delivering engaging, high-quality sessions across performance and theatre-making disciplines.

Working closely with the Education Manager, the Lead Facilitator will play a key role in shaping participants' creative development, confidence, and engagement with the arts. This role is ideal for a dynamic theatre practitioner or educator who is passionate about inclusive arts education and enjoys working across a broad curriculum—not limited to performance but also including technical and “behind the scenes” elements.

This role is part-time, working 6 hours per week across the year between September 2026 – June 2027. The term dates are listed below. After year one, this role has capacity to continue and expand.

### Main duties and responsibilities

#### Session delivery

- Oversee, plan and deliver weekly sessions for two age groups (9–12 and 13–16), in line with the *Kenton Youth* curriculum.
- Deliver engaging, structured workshops covering drama, movement, voice, devising, and introductory technical theatre skills.
- Adapt delivery to suit varying abilities, ensuring all participants are supported and challenged.

- Maintain a positive, inclusive and disciplined learning environment.
- Availability on Monday evenings is essential for this role.

### **Participant Development & Pastoral Care**

- Support the development of confidence, creativity, teamwork, and communication skills in all participants.
- Foster a safe and inclusive space for young people of all backgrounds and abilities, including those with SEND.
- Monitor attendance, engagement, and progression, feeding back to the Education Manager where needed.

### **Arts Award Support**

- Support the delivery of Arts Award (Explore and Bronze), including guiding participants in completing their Arts Logs.
- Assist with tracking evidence and preparing work for moderation (with additional paid hours where required for moderating Arts Logs).
- Encourage reflection, independent learning, and creative exploration.

### **Programme Contribution**

- Contribute to the planning and refinement of session content in collaboration with the Education Manager.
- Support rehearsals and preparation for the end-of-year showcase and awards event.
- Assist with additional activities such as theatre visits (e.g. Christmas pantomime) and taster workshops.

### **Collaboration with Staff & Specialists**

- To line manage and support the Class Assistant
- Support guest practitioners and visiting specialist tutors by assisting with session delivery where required.
- Maintain clear communication with the Education Manager regarding session planning and any concerns.

### **Safeguarding & Compliance**

- Ensure 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:

- Experience delivering drama, theatre, or performing arts workshops for children or young people.
- Strong facilitation and group management skills.
- Ability to deliver engaging, inclusive sessions across a range of abilities.
- Excellent communication and interpersonal skills.
- Reliable, organised, and able to work independently within a structured programme.

### Desirable skills include:

- Experience working in community arts settings.
- Knowledge of technical theatre or devising practices.
- Arts Award Adviser trained (or willingness to undertake training).
- Experience supporting showcases or youth performances.
- First Aid qualification.

## Terms and Conditions

Salary: £18 p/h

Hours: 6 hours p/w during the term time: 4 hours are onsite **Mondays 16.00 – 20.00** delivering the programme, 2 additional hours are for administration relating to the role.  
Additional paid hours may be available for Arts Award moderation, trips, and the showcase; these are to be decided with the Education Manager.

Contract type: Freelance

Location: Hybrid role; weekly sessions will be held in Henley-on-Thames, and administration hours may be worked remotely.

### 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](mailto:recruitment@thekenton.org.uk) ensuring that **Lead Facilitator** 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](mailto:lottie.pheasant@thekenton.org.uk)

**Deadline for applications: 5pm on Friday 1<sup>st</sup> 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.*