

Dance Workshop Assistant – Job Description

Location: Ingleton Primary School

Hours: 2 hours per week

Day/Time: Wednesdays, 3.30pm – 5.30pm

Pay: In line with National Living Wage rates based on age

Contract: Term-time only, fixed term until July 2026, with potential to renew from Sept 2026

Reports to: Workshop Leader

Role Purpose

The Dance Workshop Assistant supports the delivery of high-quality, inclusive, and engaging community dance activity as part of our Ingleton Young Dancers. The role contributes to our wider commitment to accessible creative opportunities that promote wellbeing, confidence, and community connection. Working alongside the Workshop Leader, the postholder helps create a safe, welcoming environment where children feel valued, inspired, and supported.

Key Responsibilities

Creative Craft & Activity Hour (3.40pm – 4.40pm)

- Lead a craft and activity table for children aged 4–7 years.
- Deliver simple, engaging creative tasks.
- Manage behaviour positively and model kindness and respect.
- Create a calm, supportive environment whilst other dance activities occur in the same space
- Set up and clear away materials, ensuring resources are organised and accessible.

Dance Workshop Support (4.45pm – 5.30pm)

- Support the Workshop Leader during the dance session.
- Provide 1:1 support to children who need additional guidance.
- Join in with warm-ups, set tasks, and creative activities to motivate participation.
- Assist with practical tasks: registers, transitions, equipment, and home-time routines.
- Promote teamwork, creativity, and confidence within the group.

Person Specification

Essential

- Experience working with children.
- Warm, enthusiastic, and reliable approach.
- Ability to build positive relationships and support individual needs.
- Confidence managing small groups using positive behaviour strategies.
- Creativity and willingness to plan simple craft activities.
- Commitment to inclusive, child-centred practice.
- Strong communication and teamwork skills.

Desirable

- Interest or experience in dance or creative education.
- Experience supporting children with additional needs.
- Understanding of the role of arts in wellbeing and community engagement.

Support & Development

The postholder will work closely with the Workshop Leader and wider team, receiving guidance, creative support, and regular communication to ensure they feel confident and valued in their role.

Resources for the Craft and Activity table will be provided and additional resources sourced based on your own interests and ambitions for the activity.

As part of the Blue Moose family, you will also have access to further training and support as and when available.

There is the opportunity for this role to also further support the dancers at events and activities if interested. This can be discussed during the interview process and beyond but is not a requirement of the role.

How to Apply

If you are interested in this role, please send a covering letter to include the following:

- Name and contact details
- Reason for your interest in the role
- Any previous experience relevant to the role
- Confirmation of your availability for all Wednesdays in term time until July 2026
- No more than one side of A4

Please send your letter via email to sarah@bluemoosedance.org.uk by **Wednesday 29th April 2026**