



# CAPA

COOMBE ACADEMY OF PERFORMING ARTS

## APPOINTMENT INFORMATION PACK



**COOMBE**  
BOYS' SCHOOL

**Youth Theatre  
Assistant**



# Welcome To Coombe Boys' School

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

A cornerstone of our cultural provision is the Coombe Academy of Performing Arts (CAPA). CAPA offers learners a rich, ambitious and professional pathway in drama, music and performance, providing opportunities that extend far beyond the classroom. Through high-quality teaching and access to industry-standard experiences, students develop confidence, creativity, discipline and collaboration. CAPA performances, workshops and productions allow learners to work at an exceptional level, nurturing both artistic excellence and transferable life skills. For many students, CAPA is transformational, igniting passion, raising aspiration and opening doors to future study and careers in the creative industries.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which commenced in February 2025. This will provide us with brand new facilities giving staff and pupils a modern and sustainable environment in which to thrive.

Thank you for taking the time to look at the information relating to this post.  
Please do contact the school if you have any queries or would like a tour of the school.

Kind regards,

**David Smith**  
*Headteacher*





## CAPA Youth Theatre Assistant

**Start Date: As soon as possible**

We're looking for an enthusiastic Youth Theatre Assistant to join our creative team. This role is perfect for someone confident teaching singing to young performers and able to support rehearsals from the piano. You'll help nurture vocal technique, musical confidence, and ensemble skills in a lively, supportive theatre environment. If you're passionate about musical theatre, great with young people, and happiest with your hands on the keys, we'd love to hear from you.

[www.coombeacademyofperformingarts.com](http://www.coombeacademyofperformingarts.com)

The right person must have;

- Enhanced DBS, or be willing to get one
- Passion and energy for performance work
- Enjoy working with children aged 9-18
- A base in or around Kingston-Upon-Thames

The assistant will be responsible for:

- Assisting in the planning and delivery of theatre workshops/rehearsals across a term
- Supporting the Director as necessary throughout the workshop/rehearsals
- Taking a record of attendance
- Assisting with any set up before and after sessions
- Joining in with and leading group games and exercises

Salary: £17.43 per hour



# Coombe Academy of Performing Arts (CAPA)

The Performing Arts create energy, excitement and enthusiasm here at Coombe and they offer something for everyone. Regardless of their success in other areas of learning, our boys and girls gain a great sense of achievement through the performing arts. We were therefore delighted to announce the official opening of **CAPA - the Coombe Academy of Performing Arts** in September 2019.

This out of hours Performing Arts Academy is available to boys and girls (aged 9 upwards) from the local community. CAPA offers a unique opportunity for young people to participate in termly theatre performances within a small ensemble. Whether new to drama or an experienced performer there is something for everyone with the opportunity for all CAPA members to 'tread the boards' termly.

The Performing Arts Team have a reputation for creating high quality performance work whilst generating an ethos of inclusion and an environment in which anything is possible and are excited to be able to expand these opportunities beyond the classroom.

**Find out more about us:** [www.coombeacademyofperformingarts.com](http://www.coombeacademyofperformingarts.com)



# The Person

## Person Specification: CAPA Youth Theatre Assistant

### ESSENTIAL

- Experience of being in a rehearsal/workshop environment.
- Enthusiasm for working with young people.
- A passion for theatre and the performing arts.
- Good written and excellent spoken English.
- Confident teaching singing to children and young people, with an understanding of healthy vocal technique
- Competent pianist, able to support rehearsals, vocal warm-ups, and musical learning from the piano
- Enthusiastic and positive presence, able to motivate and inspire young performers
- Strong communication skills and the ability to build rapport with children and teenagers
- Passion for musical theatre and youth performance
- Reliable, organised, and able to support the smooth running of rehearsals
- Ability to work collaboratively as part of a creative

### DESIRABLE

- Drama qualifications and/or equivalent creative experience.
- Previous voluntary or paid experience working in youth theatre.
- Full driving licence.
- First aid certificate (or willingness to undertake training).
- Experience working with youth theatre groups, schools, or performing arts settings.
- Knowledge of ensemble singing and basic harmony work.
- Ability to adapt musical material to suit different ages and abilities.
- Some experience in rehearsal leadership or assistant directing.
- Awareness of safeguarding best practice when working with young people.



## Our Future

We have embarked on a multi-million pound rebuild project which will dramatically change the school and give us the most up to date facilities in the local area. The whole process is expected to take 3.5 years, and the end result will be a modern, welcoming, sustainable school which will transform the learning environment for students and staff.

Building work is currently focused on the new Sports and Performing Arts block, and when that is complete, work will begin on the main teaching building. The new buildings will give us improved department organisation and increased usable outdoor space.

Take a look at our new build [Fly Through](#) to see more.

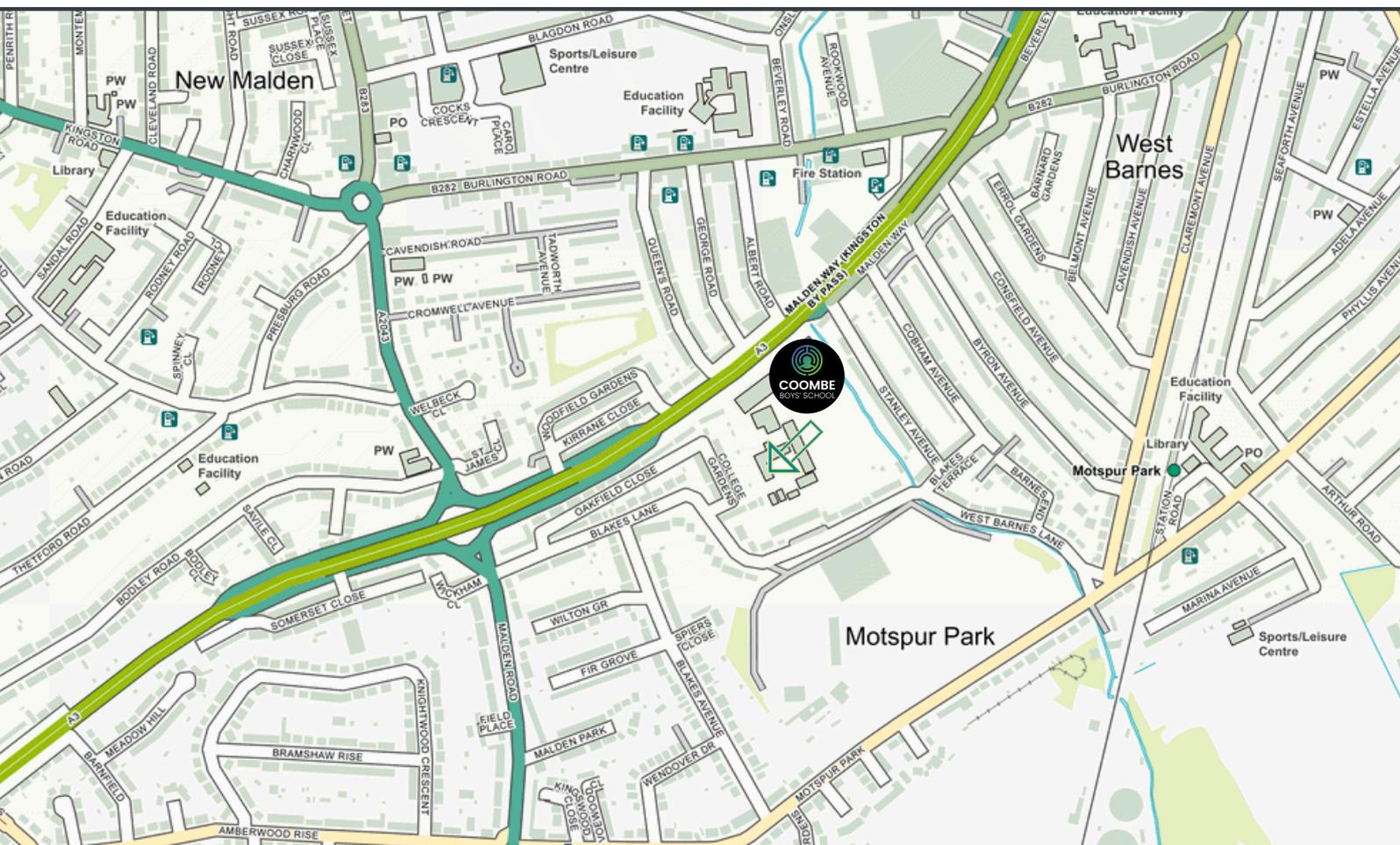


# Our Location

We are fortunate to be located in an area with excellent transport links, whether you are travelling by public transport or by car.

If driving, Coombe Boys' School can be found just off the A3 at the New Malden roundabout. We have staff parking on site.

When travelling by public transport we are located on a number of bus routes, and our closest train station is Motspur Park which gives direct access to Wimbledon (6 minutes) and Waterloo (25 minutes).



**Closest Train Station:** Motspur Park (12 minute walk), New Malden (22 minute walk)

**Bus Routes Close By:** 213 (Sutton to Kingston), K1 (New Malden to Kingston via Tolworth & Surbiton), K5 (Kingston to Morden), 131 (Kingston to Tooting), SL7 (Croydon to Heathrow, and more).

**Coombe Boys' School, College Gardens, New Malden, KT3 6NU**

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**COOMBE**  
SIXTH FORM



**Coombe**  
Academy Trust