



Job Description for Dance Teacher (Jazz, Tap, ISTD Modern)

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Background:	<p>With responsibility to and in collaboration with the Head of Dance, you will have accountability for sustaining and improving the quality of vocational training and education offered to our pupils.</p> <p>Our pupils audition to follow the Dance Pathway which includes classes in Classical Ballet, Contemporary, Choreography, Jazz, Tap and Modern dance. In the Sixth Form, many of the A-Level and BTEC students go on to University or Conservatoires for Dance and Musical Theatre, pursuing related careers.</p> <p>The School has a long history of success – with its pupils going on to Bird College, Trinity Laban, Laine Theatre Arts, London Studio Centre, Rambert, Alvin Ailey and other prestigious dance and Musical Theatre Conservatoires, as well as following careers in theatre, design, animation and media. ArtsEd is not a “stage school,” for it has always prided itself on producing a first-class education in which the performing arts play a central role. We have produced highly successful professional performers – but our emphasis is on the whole person, not merely the fostering of professional talent.</p> <p>We are committed to developing fully the academic, vocational and personal potential of our pupils and we strive to ensure that our curriculum is modelled on current best practice. We believe that the balance of academic study, creative arts training and performance opportunities helps to develop self-discipline together with a strong sense of responsibility. We believe that learning can be fun. Our pupils and staff relish challenges and work tirelessly to achieve the very highest standards. Small class sizes and a staff of well-qualified, specialist teachers underpin the process of learning at all stages.</p>
Hours of Work	Monday 10:30am – 11:30am, Tuesday 8:30am – 17:30pm, Thursday 8:30am – 17:30pm
Main duties and responsibilities:	<ul style="list-style-type: none">• To teach and assess Jazz, Tap, ISTD Modern and Tap across the school under the direction of the Head of Dance.• To create dance items for a range of performances that might include the annual Dance Show, BTEC Musicals and the Junior Musical Theatre sharing.• To supervise the use and care of rooms assigned to Dance, adhering to relevant Health and Safety regulations at all times.• Teach ISTD syllabus as well as free work classes as directed by the Head of Dance.• To maintain and monitor appropriate records of pupils' learning and achievements.

	<ul style="list-style-type: none"> • Design, develop and write suitable schemes of work for all Key Stages. • To rehearse students to be confident when performing, enabling them to achieve success in examinations and performance. • To ensure that health and safety issues are properly understood, and procedures followed effectively and consistently. • To maintain effective discipline through implementation of the school agreed procedures. • To take part in the Performance Management Programme. • To maintain liaison with class teachers and form tutors. • To keep abreast of all relevant examination and assessment specifications, meeting all deadlines. • To provide a list of examination and school trips disbursements when required by the Finance Director. • To maintain and monitor appropriate records of pupils' learning and achievements, curricular records, and assessments. • To attend parents' meetings and respond to parents' enquiries. • To maintain effective discipline through implementation of the school's agreed policies and procedures. • To carry out general school supervisory duties if required to do so. • To attend Open Evenings, Parents Evenings, School performances and other relevant events. • To contribute to the school's Enrichment Programme. • To attend and contribute to meetings for the department and others as requested. • To adhere to plans and decisions made during such meetings. • To take joint responsibility (along with all members of the department) for the creation and distribution of minutes from meetings.
<p>All staff</p>	<ul style="list-style-type: none"> • All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct. • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Person specification		Method of Assessment
Qualifications	<p><i>The professional, technical, or academic qualifications that the Applicant must have to undertake the role or the training that they must have received:</i></p> <ul style="list-style-type: none"> • A relevant Degree or Diploma in dance • CDE or other teaching qualification 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be in the role:</i></p> <ul style="list-style-type: none"> • Relevant teaching experience, preferably in a co-educational environment. • Professional vocational experience is desirable but not essential. • Choreographic experience in a relevant context 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p><i>The skills required by the Applicant to perform effectively in the role:</i></p> <ul style="list-style-type: none"> • Ability to inspire and develop young students, both vocationally and academically. • Evidence of first-class teaching skills • Ability to choreograph across a range of styles and techniques • Effective classroom/studio manager • Ability to co-design and implement an exciting and effective curriculum • An efficient and effective administrator • Ability to inspire pupils 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role:</i></p> <ul style="list-style-type: none"> • A thorough knowledge of the subject area • A sound knowledge of the ISTD examination syllabus for Modern and Tap • A range of teaching strategies and approaches relevant to the teaching of the subject • Familiarity with current best practice • A good knowledge of assessment procedures relating to the specialist area 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people:</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience. • Positive attitude to use of authority and maintaining discipline. • A strong commitment to educating young people. • The ability to work constructively across a wide age and ability range. • The all-round ability to discharge all professional duties properly. • The competence, stamina, and professionalism necessary to discharge all professional duties effectively • A willingness to allocate own time to rehearse productions with students or give additional one-to-one support to students applying to Dance conservatoires • Enthusiasm for the work of this specialist school including a passion for educating through the Arts. • Ability to work as part of a small team and communicate effectively. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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