



VACANCY INFORMATION PACK

HEAD OF EXTRA-CURRICULAR DANCE





ABOUT THE DEPARTMENT

At Downe House, girls have a passion for dance across all genres and we take great pride in being able to harness their enormous enthusiasm and develop their talents. We do this in several ways – through the appropriate dance syllabus and classes, through extra-curricular outings, workshops and performances and through their own performance opportunities.

The annual House Dance competition and Founder's Weekend Dance Showcase bring together girls of all abilities and are a reflection of the sense of unity and pride in dance at the School.

Our teachers have a huge breath of knowledge in teaching and choreography, and are excited to bring the joys of dance to girls who want to pursue their training here at Downe. The girls have many opportunities to build their technique, develop their creativity and gain an understanding of performance style.

DH Dance has gone from strength to strength in recent years, creating some truly outstanding dancers. Our girls currently study a range of genres including Ballet, Contemporary, Hip Hop, Modern Theatre and Tap so whatever their style we aim to inspire them to enjoy the physical and artistic expression of the discipline and the sheer fun of dance.

For further information, please click on the link below:

http://issuu.com/downehouseschool/docs/dh_dance_2017?e=31528715/54653462



JOB DESCRIPTION



JOB TITLE

Head of Extra-Curricular Dance

RESPONSIBLE FOR

Team of Peripatetic Dance Teachers

LINE MANAGER

Director of Drama and Dance

JOB PURPOSE

In this varied and busy role the post holder will be a key member of Drama and Dance Department leading on dance activities within the School, raising the profile of dance and ensuring that wide dance opportunities are available to the girls.

The Head of Extra - Curricular Dance will manage of team of peripatetic teachers and work closely with all members of the Drama and Dance Department on dance related issues as required. The post holder will also be working closely with the PE Department and assist with dance lessons as required.

KEY DUTIES AND RESPONSIBILITIES

JOB PURPOSE

- To work within the Drama and Dance Department to continue to develop dance opportunities at Downe House, and to raise the profile of dance both internally and externally.
- To be the first point of contact in the School for issues relating to Dance.
- To direct and /or organise Downe House dance events as required by the Headmistress (e.g. Dance showcase, House Dance, Prep School events etc)
- To support the Drama Team and assist with the choreography of dance performances in School productions as required.
- To personally deliver a range of Dance lessons that are well planned and of an excellent standard.
- To develop opportunities to work with external organisations and practitioners.
- To manage and deliver a programme for Gifted and Talented pupils.
- To ensure that quality evening dance lessons / classes are delivered to the girls effectively.
- To manage and deliver an outreach programme to schools in the local area.

- Under the direction of the Director of Drama and Dance to provide day-to-day management of the peripatetic/visiting dance teachers ensuring quality and consistency of lessons.
- To co-ordinate/schedule dance lessons and venues.
- To liaise with parents regarding dance lessons and to provide professional expertise and advice as required.
- To ensure that regular reports are prepared and issued to parents.
- To co-ordinate dance examination entries.
- To work with the Bursary to ensure the effective billing of lessons.
- To organise Dance trips and attend as required.
- To be responsible for the administration of Dance utilising the School's appropriate IT systems.
- To liaise closely with the Co-Curricular team to ensure good communication.
- To work flexibly within the Drama and Dance department and offer support as required.



SAFEGUARDING AND CHILD PROTECTION

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Promoting the Welfare of Children policy and procedures at all times.

HEALTH AND SAFETY

All staff at Downe House are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system (MERLIN).

EQUALITY AND DIVERSITY

Staff at Downe House are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

PROMOTING BRITISH VALUES

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

DATA PROTECTION

All staff at Downe House have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Downe House Privacy Policy.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Downe House is committed to providing Continuous Professional Development opportunities to all our staff. We have a healthy training budget for both external and internal study and regularly organise engaging and topical training events, which staff are invited to attend. We set aside specific times for training and offer a wide range of development opportunities to staff, whatever their role. All new staff also participate in a detailed induction programme to ensure that they are supported during the important first few weeks in post.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook and on Merlin.

PERSON SPECIFICATION



HEAD OF EXTRA-CURRICULAR DANCE

Skills	Essential/Desirable
Qualifications/Attainment	
Experience in teaching dance	Essential
Degree in Dance or related subject	Desirable
Experience in teaching the following syllabi: RAD, ISTD, IDTA	Desirable
Proven track record of success within the subject area	Desirable
Experience	
Experience of theatre production	Essential
Proven experience of successfully running extra-curricular clubs and activities	Essential
Proven experience of choreographing dance pieces of an excellent standard.	Essential
Proven experience of working with young people at KS3 to 5	Essential
Experience of teaching a range of different Dance genres and techniques	Essential
Experience of working with Dance Companies and/or practitioners	Desirable
Experience of managing peripatetic staff	Desirable
Attitude /Approach	
Good administrative and IT skills	Essential
Enthusiastic, positive and hard working	Essential
Commitment to the safeguarding of young people	Essential
Ability to inspire, motivate and support	Essential
Flexible and approachable attitude	Essential
Ability to solve problems and make sound judgements	Essential
Commitment to the improvement and development of own teaching and performance.	Essential
Ability to work under pressure, with attention to detail.	Essential
High levels of organisation with excellent communication skills.	Essential
Drive and stamina to develop a thriving dance department.	Essential
Willingness to engage and collaborate with other departments.	Essential
A passion for working with young people.	Essential
Flexible approach to working hours and prepared to work regular evenings and some weekends as required.	Essential

TERMS, CONDITIONS AND BENEFITS

Downe House offers a range of benefits and competitive terms and conditions as outlined below.

Salary

You will be paid on the Downe House pay scale and the full time salary for the post will be £30,000 per annum paid in 12 equal monthly payments. This salary includes payment for PE dance lessons, extra-curricular Dance lessons and management of the Dance programme. A payment for annual leave is also included.

The School normally reviews salaries on an annual basis and any pay awards agreed by the Board of Governors' are implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

Working Hours

This is a full-time position working Monday to Friday with a requirement to work some weekends. Due to the nature of the role, flexibility will be needed and the working day will include some evenings and the starting time will be altered accordingly to take account of this. A structure for the working week will be discussed at interview and agreed with the successful applicant.

Probation period

During your first 6 months you will be on a probation period. This period is designed to give both you and the School the opportunity to assess your suitability for the role. You will meet with your line manager (the Director of Drama and Dance) on a regular basis and receive feedback on your progress and discuss your training and development needs.

Notice period

One term on both sides (employer and employee) to end at the end of the term that notice is given. (This means for example that notice needs to be given by the first day of term at the latest, if you wish to leave at the end of that term).

Pension

You are eligible to join the School's Group Stakeholder Pension Plan with Aegon Scottish Equitable to which the School will contribute the equivalent of 9% of your salary if you contribute a minimum of 3% of your salary.

Holidays

All normal school holidays in the academic year (1st September to 31st August) less 3 weeks on agreement. Payment for annual leave is included in your annual salary.

Sick Pay

On successful completion of the 6 month probation period, you will be eligible for sick pay under the School's occupational sick pay scheme subject to the rules of the scheme. This will be as follows

- Up to two weeks full and two weeks half pay during your first year of employment.
- Up to one month full and one month half pay in your second year of employment.
- Up to two months full pay and two months half pay in your third year of employment.
- Up to three months full pay and three months half pay in your fourth year of employment onwards.

Meals and Refreshments

During term time we provide freshly prepared, nutritious meals in the Main Dining Hall and the Sixth Form Dining Hall, and a wide choice is normally available. Refreshments are also available throughout the day. Meals and refreshments are available during your working day during term time and are free of charge.

Parking

There is plenty of free on-site parking available.

Smoking

Smoking is not allowed in any of the School buildings or on the School site. A designated smoking area is situated on site next to the Estates Department and this is the only area in the School grounds where staff are permitted to smoke.

Disclosure and Barring Service checks (DBS)

Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also be important for you to keep us fully informed of any changes that take place that could affect your DBS status.

Facilities for use by staff

There are some excellent facilities on site that staff can use at set regular times. For example our tennis courts, swimming pool, and fitness room plus staff swim and Yoga. Further details are available from the PE department.

Social events

At Downe House we enjoy a number of special social occasions through the year when staff can mix with colleagues and family members. There is normally a Christmas Dinner with dancing and a Summer Staff Party in the marquee. Staff are invited to attend with a partner/guest and no charge is made for these events.

Discounted School fees

At the discretion of the Headmistress, staff may be eligible for up to two-thirds discount on day fees should their daughter be accepted into the School. This discount is on a pro-rata basis for part-time employees.

Induction and Staff Training and Development

At Downe House we are committed to the professional development of all our staff. You will receive initial induction training when you first join us, and you will also be assigned a mentor for your induction period.

Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712. Alternatively please email the HR Director, Kate Tuttle on tuttlek@downehouse.net

