

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Dance Co-ordinator – Ballet and Technique Development
Date updated:	October 2024
Reports to:	Deputy Head of Dance

Reporting to the Deputy Head of Dance, the Dance Co-ordinator – Ballet and Technique Development fosters a supportive, goal-oriented environment within the Ballet Stream and provides liaison and programming support for all streams of dance where technique development is required.

Focused on guiding the Ballet Stream classes, the role provides programming, feedback, and development guidance to support each dancer's growth and achievement through tailored performance goals and milestone opportunities like examinations, productions showcases, and community events. Additionally, the role is actively involved in managing needs, including injury management, support for residential program students, balancing academic commitments, managing absences and addressing other challenges as they arise.

This position collaborates with class and guest teachers to challenge and nurture dancers, ensuring a developmental journey that aligns with their abilities. Working closely with other Dance Co-ordinators, this role oversees the Pre-Primary in Dance to Vocationa Royal Academy of Dance Syllabus and all associated technique/ballet/strength classes, promoting a unified growth strategy across all Pymble Dance programs.

The Dance Co-ordinator – Ballet and Technqie Development also partners with the Head of Dance, Deputy Head of Dance and Dance Co-ordinator – Performance Stream on strategic growth initiatives, while liaising with the Dance Co-ordinators, and the Dance Administrator for seamless operational support.

The role requires flexibility for out-of-term events and performances, with Dance Program hours spanning from early mornings to late evenings on weekdays and including weekends. Adaptable working hours support visibility in Ballet classes and strengthen staff-student relationships. In return for evening and weekend support, flexible start/finish times and non-term time arrangements will be negotiated with the Deputy Head of Dance.

Co-curricular classes may be added to this role to increase the FTE however all Ballet Production associated sessions are included in the role.

ROLE RESPONSIBILITIES

1. Ballet and Technique Development

- 1.1 Oversee and develop the Ballet Stream through structured programming, goal-setting, and regular feedback to support individual and group growth.

- 1.2 Design and implement creative and challenging dance opportunities for students, with a focus on artistic and technical development following the guidelines of the Royal Academy of Dance.
- 1.3 Identify and facilitate milestone events such as examinations, showcases, and community performances that align with students' growth trajectories.
- 1.4 Work alongside the dance team to source, select and co-ordinate Ballet camps/national and international tours/excursions and holiday programs.
- 1.5 Work with the Deputy Head of Dance to plan and implement growth and impact initiatives for the Ballet Stream and overall Technique in the program.
- 1.6 Monitor and evaluate program effectiveness, making recommendations for improvements or new opportunities that align with department goals.
- 1.7 Participate in budgeting and resource planning discussions as required to support program needs and growth.
- 1.8 Oversee the RAD Private Lesson schedule with the support of the Dance Administrator and Deputy Head of Dance.
- 1.9 Work alongside the Dance Co-ordinator – Performance Stream Development to devise a Solos/Duos/Trios extension to the program.

2. Student Management and Support

- 2.1 In liaison with the Deputy Head of Dance, provide personalised support to meet students' varied needs, including injury management, academic balance, and other pastoral care matters.
- 2.2 Offer targeted support for residential program students and assist in managing the demands of busy academic periods.
- 2.3 Liaise with school staff and wellness services to ensure holistic support for students' academic and dance commitments.

3. Collaboration and Co-ordination

- 3.1 Collaborate with class teachers, guest instructors, and other Dance Co-ordinators to align on student development goals and program objectives.
- 3.2 Work closely with the Dance Co-ordinator – Junior School, Dance Co-ordinator – Secondary School, and the Dance Co-ordinator – Performance Stream Development to ensure a consistent growth strategy across all dance programs.
- 3.3 Co-ordinate with the Deputy Head of Dance, Dance Administrator, and Head of Dance on logistics, strategy and operations to support program and event success.
- 3.4 Collaborate with Marketing to build the profile of the individuals and groups within the Ballet Stream.

4. Event and Performance Management

- 4.1 Oversee the preparation and execution of performance events, including the Ballet Production and Ballet items in Dance Showcase.

- 4.2 Ensure that logistical needs, such as rehearsal scheduling, event co-ordination, and performance planning, align with development goals and program standards.
- 4.3 Maintain a visible presence at performances and rehearsals to support students and enhance relationships with staff and families.
- 4.4 Provide monthly reports to the key dance staff team on the progress of the Ballet Stream.

5. Dance Teacher

- 5.1 Provide age, style and skill appropriate lessons following the syllabus, where applicable.
- 5.2 Demonstrate movement in a sequential and safe manner to students.
- 5.3 Observe student progress and provide feedback during class.
- 5.4 Conduct appropriate warm-up and cool-down for every class.
- 5.5 Liaise with Head of Dance on all relevant matters.
- 5.6 Meet due dates for administrative tasks such as costume designs, music submission, theme submission, email communication.
- 5.7 Choreograph and teach class routines for the assigned performances.
- 5.8 Support students in achieving their personal best and embracing dance.

6. Dance Supervision

- 6.1 Actively supervise students at dance performances and events.
- 6.2 Assist with Sign In / Sign Out of students.
- 6.3 Convene group rehearsals at events.
- 6.4 Liaise with the Deputy Head of Dance of any issues or concerns.
- 6.5 Participate in emergency evacuation procedures as required.

7. Communication

- 7.1 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.
- 7.2 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner.

8. Risk and Compliance

- 8.1 Report directly to the Principal on any matters relating to child protection.
- 8.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

9. Professional Learning

- 9.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

10. Other duties may be required from time to time.

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Demonstrated commitment to continuous improvement.
- Ability to demonstrate professional conduct and discretion at all times.
- Current CPR and first aid qualification.
- Demonstrated ability to communicate effectively with and encourage young people.
- Previous experience in Dance and Dance Teaching.

Desired qualifications (or equivalent):

- Academic Dance Teaching Degree.
- Cert IV in Training and Assessment.
- VET / Diploma in Dance.
- Certificate in Ballet Teaching Studies.
- Other Dance Syllabus Qualifications considered.