

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Dance Co-ordinator – External Stream
Date updated:	October 2024
Reports to:	Deputy Head of Dance

Position Purpose and Objectives

Reporting to the Deputy Head of Dance the Dance Co-ordinator – External Stream is responsible for facilitating a safe, professional, and a well organised program of Dance to external students in the Dance Program.

This role will be developing our brand new stream of dance 'External Stream' in preparation for the new dance centre opening in 2026.

The Dance Co-ordinator – External Stream includes:

- All operations and logistics of the brand new external stream including; Tiny Tots, Adult Dance, Dance Outreach Program, Community/Cultural Dance, Accessible Dance, Alumni Dance and Open Holiday Programs.
- Dance Teaching – while this stream is in development a small teaching load will be included suitable to the workload.

Working closely with Deputy Head of Dance, the purpose of this role is to launch the new external stream of dance to support the strategic intent of the College, the sustainability of the program and the growth of students in their dance endeavors. All aspects of this stream will also be open to current students and families non-Pymble Families.

Given the nature of the role, flexibility in working hours is required to support performances and events in the evenings and on weekends as required. In return for working evenings and weekends, flexibility with start and finish times and non-term time working arrangements will be negotiated with the Deputy Head of Dance. This role will be required to work at internal events at times.

ROLE RESPONSIBILITIES

1. Dance Co-ordinator – External Stream

- 1.1 Regulate and monitor dance classes, programs and events.

- 1.2 Co-ordinate the various offerings at the College with internal and external calendar requirements and processes.
- 1.3 Develop each area of the external division ensuring sequential skill development in various ages and styles of dance.
- 1.4 Support Casual Dance Staff in professional development.
- 1.5 Ensure all staff members have the resources and communication to carry out their duties.
- 1.6 Awareness of short and long-term goals, yearly calendar and budget details of the program.
- 1.7 Execute specific stages and milestones for the External Stream.
- 1.8 Convene events for each aspect of the Stream including all logistics, organisation, and communication.
- 1.9 Provide reports for the College Newsletter, Dance Bulletin or other marketing requests.
- 1.10 Convene small and large rehearsals where required.
- 1.11 Work alongside the Dance Co-ordinator Team to ensure both operational and strategic goals are met.
- 1.12 In liaison with the Deputy Head of Dance, communicate with all relevant staff on the logistics and organisation of the external stream.

2. Dance Instructor

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

3. Dance Supervision

- 3.1 Actively supervise students at dance performances and events.
- 3.2 Assist with Sign In / Sign Out of students.
- 3.3 Convene group rehearsals at events.
- 3.4 Liaise with the Deputy Head of Dance of any issues or concerns.
- 3.5 Participate in emergency evacuation procedures as required.

4. Communication

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

5. Risk and Compliance

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

6. Professional Learning

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

7. 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 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.
- Certificate in Early Childhood Education and Care.