

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Dance Co-ordinator – Secondary School
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 – Secondary School is responsible for facilitating a safe, professional, and a well organised program of Dance to students at the College in Years 7 – 12.

The Dance Co-ordinator – Secondary School position responsibilities include;

- All operations and logistics for the Year 7 – 12 Dance Streams (RAD Ballet, VET in Dance, Sidestage, Performance Stream) working alongside the Dance Co-ordinator team and Casual Instructors to ensure the programming and planning meets the needs of the students in each stream.
- Dance Teaching - this role may include teaching in the Co-curricular Program and class allocation will be determined based on skillset.
- Strategic development of the Onstage (Recreation) Years 7 to 12 Dance Stream.

Working closely with Deputy Head of Dance, the purpose of this role is to ensure the various dance classes offered in the Years 7 – 12 Co-curricular Program support the strategic intent of the College, the sustainability of the program and the growth of students in their dance endeavors.

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.

ROLE RESPONSIBILITIES

1. Dance Co-ordinator – Secondary School

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

- 1.2 Co-ordinate the various streams of Dance Years 7 to 12 at the College with internal and external calendar requirements and processes such as examinations, performances, venue changes, showcases, open classes and holiday programs.
- 1.3 Develop the Onstage Stream programming ensuring sequential skill development in various ages and styles of dance.
- 1.4 Execute specific stages and milestones for the Onstage Stream.
- 1.5 Ensure regular and meaningful feedback processes for all students in the Years 7 to 12 Onstage program are carried out.
- 1.6 Support Casual Dance Staff in professional development.
- 1.7 Ensure all staff members have the resources and communication to carry out their duties.
- 1.8 Awareness of short and long-term goals, yearly calendar and budget details of the program.
- 1.9 Convene internal and external Dance events Years 7 to 12 including all logistics, organisation, and communication.
- 1.10 Oversee the use of ICT in the Secondary School Dance Program (Microsoft Teams).
- 1.11 Provide reports for the College Newsletter, Dance Bulletin or other marketing requests.
- 1.12 Convene small and large rehearsals where required.
- 1.13 Work alongside the Dance Co-ordinator Team to ensure both operational and strategic goals are met.
- 1.14 In liaison with the Deputy Head of Dance, communicate with the Secondary School on the logistics and organisation of the Secondary Dance program.

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

4.3 Report directly to the Principal on any matters relating to child protection.

4.1 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

6. Professional Learning

5.1 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.