



Job Description – Visiting Teacher in Charge of Ballet

Aim: The Teacher in charge of Ballet will be responsible for leading, managing and further developing the ballet department.

Reports to: The successful applicant will work with the Head of Dance in the promotion of Dance at the school and report to the Director of Sport.

Hours of Work: This is a full-time post consisting of approx. 30 hours per week. Lessons take place during the school day and in the evening and can be timetabled around teacher availability. You will be required to work an additional hour per week on associated administration as listed below.

Main Tasks:

- The delivery of both graded and vocational syllabuses
- Teach throughout the school, from Grade 3 to Grade 8
- Plan and organise RAD ballet examinations and associated administration
- Choreograph dances for large productions, both professional and amateur
- Teaching of pointe and non-syllabus classes

Person specification

1. Specialist Knowledge and Experience

- A strong understanding of musicality and working with a pianist
- The ability to make ballet attractive to pupils of all ages and abilities and to provide a wide range of exciting opportunities
- A proven ability to plan and organise RAD ballet examinations
- A clear and innovative vision with the ability to bring the subject alive within and out of the dance studio

2. Team working

A proven ability to build a positive and collaborative rapport with pupils and staff alike

3. Using initiative

Ability to work unsupervised and to take responsibility for your own actions with a good attention to detail. To be a “starter/finisher”, and to be proactive in seeking solutions to enable conclusion of tasks.

4. Customer Focus

Able to build rapport easily, put the customer first and work hard to meet their needs.

5. Communication

Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience including parents, pupils and staff.

6. Organisation

Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.

7. Flexibility

Successfully adapts to changing demands and conditions.

8. Special conditions

The post is conditional to an enhanced DBS check.

Holidays will need to be taken within the School’s holiday period.

This Job Description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment

Child Protection Statement:

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Lead for Safeguarding or to the Headmistress.

The School Values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.