



Job Description

Lecturer - Dance

Title of Post:	Lecturer - Dance
Reporting to:	Head of School
Department:	Creative Industries
Grade:	Spinal points 24 - 36
Hours:	4.5 hours per week
Location:	Richmond

MAIN SCOPE OF POST:

The post holder will contribute to the following areas:

- Planning and delivering high quality Ballet teaching across Performing Arts programmes.
- Supporting learner achievement, progression and positive destinations.
- Developing students' technical, artistic and performance skills in Ballet.
- Assessing, monitoring and tracking learner progress in accordance with awarding body requirements.
- Contributing to curriculum development, quality improvement and enrichment activities.
- Acting as personal tutor and providing pastoral support to students.
- Supporting performances, productions, showcases and external events.
- Promoting equality, diversity, inclusion and safeguarding in all aspects of teaching and learning.
- Contributing to recruitment, enrolment, marketing and student engagement activities.

CORE DUTIES:

1. Teaching and Learning

- Plan and deliver high quality Ballet lessons, rehearsals and workshops that inspire and motivate learners.
- Deliver teaching across a range of courses and levels within Performing Arts and Dance programmes.
- Develop students' technical proficiency, artistry, creativity and performance skills.
- Use a variety of teaching strategies and digital technologies to support learning and achievement.

- Create a safe, inclusive and engaging learning environment that meets the needs of all learners.
- Promote professional working practices and industry standards within Ballet and Dance training.
- Cover classes for absent colleagues in accordance with College procedures.

2. Assessment and Student Progress

- Implement assessment procedures in accordance with College policies and awarding body requirements.
- Prepare students for internal and external assessments, performances and examinations.
- Track, monitor and record learner progress and attendance using College information systems.
- Provide constructive and timely feedback to support improvement and achievement.
- Set appropriate academic and personal targets and monitor progress against them.
- Participate in moderation, standardisation and verification activities as required.

3. Student Support and Personal Tutoring

- Act as a personal tutor and provide guidance and support to students.
- Support learners' academic, personal and career development.
- Liaise with parents, carers, employers and support teams where appropriate.
- Promote high standards of attendance, punctuality, behaviour and professional conduct.
- Attend parents' evenings, progress reviews and student support meetings as required.

4. Curriculum Development and Quality Improvement

- Contribute to curriculum planning, review and development activities.
- Assist in the preparation and updating of teaching and learning materials.
- Participate in self-assessment, quality improvement and inspection preparation activities.
- Engage fully in appraisal, lesson observations and professional development activities.
- Maintain current vocational and industry knowledge within Ballet and Dance practice.

5. Enrichment, Recruitment and External Activities

- Support performances, productions, showcases, open events and promotional activities.
- Assist with student recruitment, interviews, auditions and enrolment activities.
- Plan and support educational visits, workshops and industry engagement opportunities.
- Develop links with industry professionals and organisations to enhance learner opportunities.
- Work flexibly to support evening and occasional weekend events where required.

OTHER DUTIES:

- 1 To draft, format, and finalise high-quality correspondence and confidential materials (e.g., reports, letters, presentations, spreadsheets) on behalf of the ESLT.
- 2 To keep and maintain confidential records relating to Executive, Governance, People and Safeguarding matters.
- 3 To receive incoming telephone calls, both internal and external, on behalf of the Executive members, and ensure all calls are handled efficiently and effectively.
To record staff, leave, sickness and absence.
- 4 To provide as required group administrative/ co-ordination support to areas that fall within their leader's remit. For example, collating, co-ordinating and tracking SEND, Safeguarding, Complaints information as required.
- 5 To provide support as required on College Open Days and other HRUC and local campus one off and regular events, e.g. work week/careers events.
- 6 To maintain stationery and equipment orders as requested by ESLT leader.
- 7 To demonstrate discretion and confidentiality when exposed to and handling sensitive information.
- 8 To support other ESLT leaders and demonstrate flexibility, responding to requests across the Executive Office as required.

Safeguarding Children and Vulnerable adults

- Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
- Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

GENERAL

- Be aware of, and comply with, legislations/competence standards relevant to the work of the Executive team.
- Understand and comply with all college policies, including the Policy to promote Equality of Opportunity
- Be conversant with Health and Safety and Safeguarding requirements.
- Participate in the Staff Learning and Development, Review and Appraisal Scheme.
- Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other.
- To carry out all other duties as may be reasonably required.

Further Education is an every changing service and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

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Person Specification

	Essential	Desirable	How Assessed?*
Qualifications			
Relevant Degree in Dance, Ballet or related discipline	✓		Cert/AF
Recognised teaching qualification or willingness to work towards one	✓		Cert/AF
Teaching qualification in Further Education		✓	Cert/AF
Level 2 English and Maths	✓		Cert/AF
	Essential	Desirable	How Assessed?*
Knowledge, Skills and Experience			
Up-to-date professional knowledge of Ballet training and performance practice	✓		AF/IV
Experience of teaching Ballet to post-16 learners	✓		AF/IV
Knowledge of current Dance and Performing Arts curriculum requirements	✓		AF/IV
Understanding of assessment and verification processes within Further Education	✓		AF/IV
Ability to deliver high quality practical and theory-based learning	✓		AF/IV/T
Experience of preparing learners for performance and assessment	✓		AF/IV
Ability to use digital learning technologies and resources effectively	✓		AF/IV/T
Experience of curriculum development and quality improvement activities		✓	AF/IV
Strong classroom management and learner engagement skills	✓		AF/IV/T

Good communication skills, written and verbal	✓		AF/IV
Good organisational and administrative skills	✓		AF/IV
Ability to build effective relationships with students and colleagues	✓		AF/IV
Good literacy, numeracy and IT skills	✓		AF/IV
Understanding of Equality, Diversity and Inclusion in education	✓		AF/IV
Understanding of safeguarding responsibilities within education	✓		AF/IV
Understanding of Health and Safety and safe dance practice	✓		AF/IV
	Essential	Desirable	How Assessed?*
Personal Attributes			
Ability and willingness to work flexibly including occasional evenings and weekends	✓		AF/IV
Positive and professional approach	✓		AF/IV
Ability to work independently and as part of a team	✓		AF/IV
Commitment to continuous professional development	✓		AF/IV
Passion for student success and achievement	✓		AF/IV
Commitment to outstanding teaching and learning	✓		AF/IV

| **Competencies** | | | | Teaching staff should be able to demonstrate competency in: Communication; Planning and Organising; Team Working; Student Focus; Innovation; Adaptability and Continuous Improvement. | ✓ | | AF/IV/T |

Evidence of criteria will be established from:

- **AF** = Application Form
- **IV** = Interview
- **T** = Teaching Observation / Micro-teach
- **Cert** = Certificates checked on induction