



## Job Description

<b>Job Title:</b>	<b>Dance Coordinator</b>
<b>Department:</b>	<b>Drama</b>
<b>Responsible to:</b>	<b>Director of Dramatic Arts</b>
<b>Last reviewed:</b>	<b>September 2024</b>

### Job Outline

In conjunction with the Director of Dramatic Arts, the Dance Coordinator will develop, plan, lead and deliver the School's dance provision.

### Hours

The post will involve working: Tuesday 12:30pm – 8:30pm, Wednesday 12:30pm – 6:30pm, Thursday 12:30pm – 6:30pm and Saturday 1:00pm – 3:00pm, during term time.

The post holder will be required to work additional hours to include, assisting with the staging of performances, Speech Day and Open Days. Timings can be discussed and may be flexible depending on workload and calendar.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Key Responsibilities

- Support the day-to-day running of dance activities, including lessons and productions.
- Develop and improve the School's co-curricular dance activities.
- Manage the effective administration of the School's dance programme.
- Coordinate dance sessions.
- Plan and choreograph dances for school productions.
- Plan and deliver the annual 'dance show'
- Deliver and promote dance excellence.
- Attend and assist with School productions.
- Maintain accurate registers.
- Assist with the promotion of dance within the School community.
- Attend departmental meetings where necessary.
- Be fully committed to the School's dance provision by showing a dynamic and inspirational approach to its development.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Dance Coordinator Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to A Level standard or equivalent and above	✓	
<b>Knowledge, Skills and Experience</b>		
Ability to lead and choreograph dance sessions	✓	
Knowledge of a variety of dance forms	✓	
Previous administrative experience with excellent administration skills	✓	
Excellent organisational skills	✓	
Proficient in Microsoft / G Suite	✓	
<b>Personal Attributes</b>		
Ability to work in a way that promotes the safety and wellbeing of pupils	✓	
Excellent interpersonal skills	✓	
Ability to communicate effectively	✓	
Ability to work under pressure and prioritise effectively	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Reliable, punctual and confident	✓	