



QUEEN'S
COLLEGE
TAUNTON

Job Description			
Job Title	Dance Teacher & Co-ordinator	Hours	Part Time (18-25 hrs per week)
Status	Permanent	Responsible to	Artistic Director
Job Purpose	<ul style="list-style-type: none">• Teach Ballet to syllabus, and Modern and/ or Tap, initially freestyle but to develop participation in ISTD examinations.• To develop wider participation in all dance forms within Queen's College.		
Main Duties	<ul style="list-style-type: none">• To support the day-to-day running of dance activities as part of the Performing Arts faculty, including school events, lessons, assemblies and productions.• Teach Ballet at all levels, following RAD or ISTD syllabus.• Teach Modern and/ or Tap at all levels, initially freestyle, but progressing to classes working towards ISTD examinations.• Explore the potential to deliver GCSE Dance within the curriculum.• To participate with the school's co-curricular programme, offering opportunities for students to learn more about a variety of dance forms.• Collaborate with the Artistic Director to produce the annual dance show.• Oversee dance registers and liaise with the Finance Department to ensure accurate billing of students for their classes.• Ensure all Health & Safety requirements are met for daily use of the performance spaces. To constantly review health and safety procedures and propose any improvements, as necessary.• Liaise with parents in questions relating to dance lessons, uniform and timetables.		

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSIE 2022).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date May 2022

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job

Queen's College, Trull Road, Taunton, Somerset, TA1 4QS

Senior School: 01823 272559 Prep School: 01823 272990 Email: contact@queenscollege.org.uk



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Person Specification	
Qualifications/Experience	<ul style="list-style-type: none">Q Previous experience as a teacher of danceQ Registration with the Royal Academy of Dance and/ or I.S.T.D. to a level able to submit students for examination.Q Desirable: Previous experience of working in a school
Knowledge	<ul style="list-style-type: none">Q Knowledge of a variety of dance formsQ Knowledge of teaching children of all agesQ Knowledge of current Health & Safety requirements and legislation regarding theatre
Skills and Abilities	<ul style="list-style-type: none">Q Choreography for free dances and performancesQ Ability to manage competing prioritiesQ Ability to manage own time within a busy schedule including evening and weekend working
Personal/Professional Qualities	<ul style="list-style-type: none">Q Ability to work in a way that promotes the safety and wellbeing of children and young peopleQ Excellent interpersonal skillsQ Ability to manage your own timeQ Ability to work efficiently and effectivelyQ Ability to communicate effectively

Post Holder		Line Manager	
Signed		Signed	
Print Name		Print Name	
Date		Date	

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