

## Position Description

# Dance Instructor Junior School (Casual)

### OVERALL PURPOSE OF THE POSITION

A Dance Instructor (casual) is a member of the Barker Dance Junior School which is always inspired by the core Barker values (Commitment, Compassion, Courage, Integrity, and Respect).

As a Dance Instructor, you have responsibility for teaching of Junior School students in Jazz or Hip Hop/ Breakdancing and choreographing bespoke routines to be performed at competitions and showcases. You will work closely with the Coordinator of Dance Junior School and all staff within the Program.

Classes for this position take place on Wednesday afternoon with the potential for more classes if desired.

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### PRIMARY DUTIES & RESPONSIBILITIES

#### Program Responsibilities:

- Ensure the delivery of an appropriate teaching program and choreography, through effective planning, coaching, leadership and communication
- Ensure the primary focus of the program remains on the students at Barker and inspire these students through the delivery of an excellent, contemporary, motivating program
- To accompany and be responsible for students at classes, rehearsals and competitions
- Develop and implement classes and choreography throughout the week
- Provide technical instruction and feedback to students appropriate for their age and competitive level
- Facilitate the selection of individuals into troupes
- Assist, when necessary, with the entry of students into competitions
- Provide the Coordinator of the Dance with recommendations, where appropriate, that may assist the program
- Ensure acceptable and appropriate School clothing and footwear is worn within the program
- Risk assess and ensure safe practice is implemented for any Dance classes or rehearsals

#### Administration

- Facilitate the use of Clipboard Software to manage the class timetable, attendance and medical information
- Use appropriate software to store data in line with School Privacy policies

#### General

- By example, set a standard by which your classes, rehearsals and performances will operate
- Keep the Coordinator informed of necessary matters pertaining to the program through regular meetings and communication
- Lead, develop, mentor, challenge and inspire our students to have a passion for Dance, utilising a range of strategies to ensure students reach their full potential, with a focus on teamwork and genuine sportsmanship
- Understand the importance of student health and wellbeing and workloads and provide appropriate support when necessary
- Encourage high standards of student dress, punctuality, and behaviour

- Wear appropriate uniform and make sure your personal presentation is in line with the occasion and School guidelines
- Communicate directly with the Coordinator of Dance regarding student matters
- Monitor and follow up injury and accident reports with the Dance Coordinator

**Risk Management and Compliance**

- Report directly to the Head of Barker College via the Child Safety Team on any matters relating to child protection
- Support policy and process within the operations
- Support key staff in the implementation of efficient and effective risk management plans that reflect adherence to legislation, compliance and policy as it relates to the program at the School
- Report any risk in relation to School property or equipment to the Coordinator or the Maintenance Department in a timely manner.

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**SKILLS ESSENTIAL TO THE JOB**

- High level Dance qualifications and experience with choreographing group routines
- High level of organisational skill
- Capacity to work collaboratively as a member of a team
- Ability to learn and use a range of applications and School related software
- Highly refined communication skills, both written and oral.

**ESSENTIAL PERSONAL ATTRIBUTES**

- The ability to motivate, mentor, challenge and inspire our students and staff
- Intelligent, lateral thinker
- A high level of emotional intelligence
- Exceptional personal standards of honesty, integrity and professionalism
- Strong service orientation with the ability to foster a strong service culture
- Strong leadership skills, underpinned by a genuine interest in people
- Excellent presentation skills
- Commitment to the School's Mission, Vision and Values.

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**ACCOUNTABILITY****Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

**General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

**Work Health and Safety**

All staff members will be held accountable for their actions and omissions where it affects their own or

another person's workplace safety.

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### **SPECIAL CONDITIONS**

- Prepared to undertake any additional training to complement the position
  - Variable hours, necessary for the facilitation of the program
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### **ORGANISATION CHART RELATIVE TO POSITION**

**The Manager's Manager:** Cocurricular Coordinator – JS

**The Immediate Manager:** Coordinator of Dance - Junior School

**This Position:** Casual Dance Instructor

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### **APPROVAL**

This position description accurately details the primary duties and responsibilities of the Casual Dance Instructor.

*Approved by the Head of Sport on 1 June 2024.*

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### **ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:** \_\_\_\_\_

**Signature of Staff Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_