



Overall Purpose

To develop, coordinate and manage a comprehensive teacher training programme.

Summary of the Role / Person Specification

To develop and administer the Teacher Training Programmes as an integral part of providing top quality and consistent training in order to provide a source of qualified teachers for vocational, educational and private dance settings. The first priority for this role will be to work with the Line Manager and other colleagues to combine the School's two existing courses (Professional Dancers Teachers Course and the Course in Ballet Education Practice) into one two-year programme.

Contract Terms

Salary £30,000 - £33,000 pro rata (actual £21,000 - £23,100 pa), depending on experience
Hours Part-time, 3.5 days / 24.5 hours per week
Location Covent Garden but willing to travel in the UK and internationally when required
Holidays 21 days per annum

Reporting to:	Head of Outreach & Access
Line Managers:	Teacher Training Programme staff
Budgetary Responsibility:	Assist the Line Manager in preparing and overseeing the Teacher Training budget

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties are expected of all staff:

- proactively ensuring the effective implementation of Child Protection and other related policies
- ensuring full compliance with all relevant statutory regulations such as ISI and NMS as well as all school policies, Health & Safety regulations etc.
- communicating effectively with all relevant stakeholders including colleagues, students, parents and outside agencies as appropriate.

Main Duties (*This list should be seen as illustrative rather than prescriptive*).

- Manage and deliver all aspects of the Teacher Training Programme
- Coordinate the advertising for courses in liaison with the Communications Coordinator, manage all applications and be a member of the selection panel when interviewing new students
- First point of contact for all potential, current and past students of the course
- Produce and distribute course resources with support from the Outreach & Access Coordinators and Assistants
- Teach on the course as required
- Provide regular student assessments
- Liaise with teaching staff to coordinate timetables, reports and assessments
- Organise and deliver national and international teaching seminars and other relevant events with Line Manager
- Work with the Outreach & Access Administration Manager to determine the administrative support required for the programme throughout the year
- Responsible for Teacher invitation days, visits and liaison with the Teacher's Course Association
- Regularly communicate the success of the programme through various media and publicity in liaison with the Communications Coordinator to enhance its profile
- Organise and attend all Graduation ceremonies and events concerning the programme
- Assist the Line Manager with overseeing and preparing annual budgets reports
- Provide support to the rest of the team as required
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

Essential Criteria

- Well-developed and up-to-date knowledge on classical ballet training
- Substantial, proven knowledge of teacher training
- Recognised qualification in dance teacher training
- Clear passion for dance education and teacher development
- Willing to travel and work unsociable hours
- Excellent interpersonal skills, able to build effective relationships with students, staff and the wider dance community
- Flexible towards balancing administration and studio time
- Active in the field, regularly attending events and networking with a commitment to own CPD
- Daily working knowledge of Windows PC systems and Microsoft Office programs
- Willing to work collaboratively across all functions of the department
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role
- Empathy with and a commitment to the aims and ethos of the School.

Desirable Criteria

- Educated to degree level in dance or the arts
- Knowledge / experience of course accreditation processes
- Knowledge of the Schools current teacher training programmes.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.