



<p>Title: Head of Dance</p> <p>Postholder:</p> <p>Date appointed:</p> <p>Date appointed to this post:</p> <p>Date of this Job Description 4th May 2018</p> <p>Salary Point: MPS + TLR 2b</p> <p>Immediately responsible to: Performing Arts Coordinator</p> <p>Responsible for: Staff teaching Dance</p> <p>Important Relationships: Head of P.E Heads of Music and Drama Deputy Head Curriculum & Resources ICT Team</p> <p>Job Purpose:</p> <ul style="list-style-type: none"> • To be directly responsible for the development, delivery and administration of Dance in the school with the object of meeting the highest standards and providing the most effective teaching and learning • To be directly responsible for the attainment and achievement of pupils and raising standards in the subject area • To value and contribute to the school's achievement culture and to its specialist school and partnership ethos and priorities 	<p>Duties and Responsibilities</p> <p><i>Impact on educational progress beyond your own pupil groups</i></p> <ol style="list-style-type: none"> 1. To lead and manage any staff involved in the teaching of Dance by induction, guidance and advice, ensuring their effective management of pupils and their awareness of educational and subject specific developments 2. To ensure that all pupils following courses in Dance are set measurable, challenging and achievable attainment targets based on the school's assessment data 3. To ensure that termly systematic pupil progress assessment and tracking is carried out, followed up and reported to parents in line with published schedules 4. To have responsibility for teaching methodology within Dance, developing suitable materials and ensuring that schemes of work are kept up-to-date 5. To have responsibility for observation and assessment of Dance, acknowledging best practice and challenging underperformance 6. To ensure the effective development of students' literacy, numeracy and ICT skills through Dance 7. To take account of the needs of students with SEND, maintaining effective links with Student Support and of those who are able, gifted and talented, liaising with the Assistant Headteacher Learning 8. To oversee the preparation of pupils for assessment and examinations in Dance 9. To ensure that the school's referral system is used appropriately in all Dance lessons 10. To encourage the display and celebration of students' work in Dance through extra-curricular performances. 11. To liaise with pupils, parents and students providing guidance for Key Stage 4, 16+ and FE/HE courses <p><i>Leading, developing and enhancing the teaching of others</i></p> <ol style="list-style-type: none"> 1. To keep abreast of local and national developments in Dance and with wider professional policy changes 2. To ensure that staff development needs are identified and appropriate steps taken to meet these 3. To participate in the performance management scheme as both a team leader and a reviewee 4. To promote teamwork to enhance the quality of teaching and learning, motivation and working relations of staff 5. To take part in the school's ITT programmes 6. To ensure that Dance development reflects the school's Improvement Plan priorities and is also reflected in the faculty's improvement plan <p><i>Leading, managing and developing a subject or curriculum area or pupil development across the curriculum</i></p> <ol style="list-style-type: none"> 1. To lead curriculum development in Dance 2. To ensure that agreed curriculum policies, syllabuses, resources, and schemes of work are used in Dance together with the school's Learning and Teaching, Marking and Assessment Policies
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	<ol style="list-style-type: none"> 3. To ensure that provision is made for differentiation within the teaching of Dance 4. To participate appropriately in any faculty discussion of LPGA curriculum development, to liaise with the Head of Faculty and other key faculty staff in relation to the organisation and delivery of Dance 5. To use the school's Communications Policies to best effect with other staff, pupils and parents 6. To contribute as requested by the Head of Faculty to the faculty's SEF in line with agreed and published schedules 7. To undertake work sampling and report on this to the Head of Faculty 8. To take responsibility for the condition of Dance teaching rooms, observing any health and safety requirements <p><i>Line management and leadership of staff</i></p> <ol style="list-style-type: none"> 1. To ensure that monitoring of teaching and learning takes place across Dance 2. To maintain an up-to-date database of relevant policies, schemes of work and materials 3. To ensure that work is provided for Dance classes where staff are absent 4. To ensure that Dance addresses any school specialist objectives including the development of ICT to support teaching and learning 5. To advise the Head of Faculty as required of any staffing needs or concerns 6. To present yourself professionally and to be a role model for colleagues and pupils
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To carry out the general duties and responsibilities of a professional school teacher as contained in the
School Teachers' Pay and Conditions Document

Agreed and signed

Postholder Date

Head of Faculty: Date

Headteacher Date