

Vacancy: Subject Leader for Dance

Details about the post:	
Grade:	TLR2a
Type of post:	Subject Leader for Dance
Start date:	September 2018
Reason for vacancy:	
This vacancy has arisen owing to an establishment requirement	
Terms and conditions:	
This post is offered subject to the terms and conditions laid down in the School Teachers' Pay and Conditions Document.	
Equal opportunities:	
The school operates an equal opportunities policy. We believe in the right of all individuals, regardless of ethnicity, attainment, age, disability, gender or background to be treated with respect and fairness.	
Information about the recruitment and selection process:	
Closing date for applications:	Midday, Monday 23 April 2018
Interview date:	TBC
Interview panel:	Sarah Creasey, Headteacher Sandra Poole, Assistant Headteacher Nadine Mason, Team Leader PE
Safeguarding pupils:	
This school is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.	
Employment checks required:	
<ul style="list-style-type: none"> • Fully completed application form (curriculum vitae NOT acceptable) • Rehabilitation of Offenders Act declaration • Right to work in the UK • Enhanced CRB • Employment history including explanation of any gaps • Proof of academic and professional qualifications • Qualified Teacher Status • Statutory Induction Standards (if appropriate) • General Teaching Council registration • Occupational Health check • Professional character reference 	

PARLIAMENT HILL SCHOOL - JOB DESCRIPTION

Post Title:	Subject Leader for Dance
Grade:	TLR2a
Purpose of Post:	To be responsible for Dance
Responsible to:	Team Leader: PE
Conditions of Service:	Reference should be made to the School Teachers' Pay and Conditions Document, including the specific provisions referred to in this job description and the National Standards for Qualified Teacher Status published by the Teacher Training Agency.

JOB DESCRIPTION

In addition to the duties set out in the "School Teachers' Pay and Conditions" document this post includes the following responsibilities:

To carry out the responsibilities outlined in the generic job TLR description for Team leaders and in particular in consultation/collaboration with the Head of Department.

The Teacher in charge of Dance has a central role to play in the success of the school in meeting its aim. The part they play in ensuring that the quality of teaching and learning is high and that all students make a progress is crucial. There are a number of aspects to their role: managing people; managing curriculum development and implementation; managing resources; communicating with people within the department and outside and contributing to the management of the whole school through their involvement in planning, policy-making and implementation.

Works with and is line managed by team leader for PE and Dance and is supported by Senior Management.

The work of the teacher in charge of a subject is always undertaken in the context of whole school policies and procedures.

Applicable Contract Terms and Duties

- This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document 1991 (paragraphs 33-35). The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment, e.g. The Parliament Hill School Pay Policy and Camden LEA procedures on Discipline and Grievance. Copies of the relevant documents are available from the Staffroom or the general Office.
- This generic job description is not intended to be comprehensive. It will be reviewed annually but may need to be modified in the interim following negotiation.

Purpose

To provide professional leadership and management of Dance to support and develop the team and to hold team members accountable for pupil progress. To manage, lead and develop the curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

Principal Accountabilities

1. To agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.
2. To create a team improvement plan which contributes positively to the achievement of the school development plan (SOP) and which actively involves all subject teachers in its design and execution.
3. To provide regular feedback for team members in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible and measurable impact on student learning.
4. To assist the designated member of the leadership team leader for PE in the ongoing review of the standards of leadership, teaching and learning in the subject area, consistent with the school's self-evaluation procedures.
5. To ensure that all team members understand, and are actively implementing, the key aspects of the school's mission statement and all aspects of school agreed policies including the school's behaviour and inclusion policies.
6. To oversee and evaluate the subject/team budget allocation to ensure the budget is spent in line with priorities and the principles of best value.
7. To engage all team members in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.

Teaching and Learning

- Co-ordinates the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and process of constant review.
- Ensures that the requirements of the national curriculum are met where necessary, including the provision of relevant opportunities for student use of IT.
- Ensures that the department's curriculum offer and delivery and extra curricular activities reflect the school's commitment to equal opportunities.
- Ensures that the teaching within the department is sufficiently and suitably differentiated.
- Ensures that students follow appropriate exam courses and are entered for appropriate exams (examinations officer, submitted students for exams, orchestrated internal assessment, assessed, moderated and remarked during external moderation)
- Ensures that necessary records are maintained of assessment, marking and homework.
- Is responsible for regular monitoring of the assessment of pupils and moderation of assessments to ensure consistency.
- Liaises with Inspectors, exam boards, LaSwap colleagues, governors and parents about the work of the department when necessary (Dance)
- Ensures that s/he is aware of recent research in the subject and of the work of departments in other schools and the implications of this for promoting good practice within the department.

Students

- Supports the department and works with the Team Leader for PE in promoting the highest standards of achievement, behaviour and punctuality within the PE and Dance area, in line with the Behaviour Policy, Code of Conduct and the school's agreed rewards system.
- Liaises with tutors, Heads of Year and Learning Development staff to provide support for students having difficulties with learning and support for colleagues in dealing with students whose behaviour is giving cause for concern.
- Monitors the achievement and progress of individual students and classes
- Ensures the provision of appropriate extra-curricular activities, educational trips and visits and links with outside agencies.
- Communicates to parents and other staff, as appropriate, about student's work.

Staff

- Advises on the deployment of teachers and the effective organisation of classes.
- Negotiates the allocation of classes and particular responsibilities in Dance department. Members in discussion with Team Leader.
- Assists in, advises on and supports the professional development of staff and takes responsibility for fair distribution of the department INSET allocation.
- Monitors the quality of the work of staff within the department along with the Team Leader.
- Is responsible for the induction for staff new to the department and any trainee Dance teachers on placement at PHS
- Supervises the work of staff covering the classes of absent department colleagues.
- Annually updates the Department Handbook and ensures that this is available to all staff within the Department

Resources and Accommodation

- Is responsible for managing the dance budget allocation.
- Is responsible for ordering, distributing and replacement of appropriate supplies and resources for the department.
- Is responsible for the environment within the department area, maintaining a pleasant and educationally stimulating environment.
- Ensures appropriate Health and Safety practices are followed within the department area.
- Maintains an up-to-date inventory of stock and resources in line with the school's procedures.

Review

- Reports to the Headteacher with Team Leader PE and Dance in September on student exam performance.
- Regularly reviews the work of the department and the performance of students within the department, using the school's self-evaluation framework and reports on this as required.
- Contributes to reviews of school policies and procedures and the wider development of the school.
- Contribute to department improvement plan.
- Works with department in the formation and implementation of the department's response to whole school priorities in the School Development Plan.

General Responsibilities

1. To teach KS3, KS4, and GCSE Dance and Dance Leadership Level 1.
2. To Plan and implement effective lessons within an agreed departmental framework where learning objectives are made explicit to students.
3. To ensure that high quality and effective homework is set regularly in line with the department and school homework policy.
4. To develop effective practice for marking and assessment, recording and reporting within an agreed department policy as part of a whole school approach.
5. To develop effective teaching and learning resources which cater for the full ability range and share these with colleagues.
6. To develop the active use of ICT within your dance teaching in line with the department and whole school approaches.
7. To plan and implement specific curriculum initiatives and development as part of a team approach.
8. To deliver positive management strategies in your classroom based on praise, reward, to promote positive learning.
9. To deliver the Dance departments contributions towards the student's personal and social development as part of a whole school approach.
10. To work in partnership with the learning support and EAL department to support the needs of identified students to access the curriculum.
11. To maintain a learning environment offering a welcome and supportive atmosphere to students including displays of students' work as laid down in the school policy.
12. To take responsibility for the deployment and security of resources for Dance under the overall management of Team Leader for PE and Dance.
13. To promote and lead extra curricular activities, within the general life of the school, actively focusing on student participation.
14. To ensure that all aspects of dance teaching have due regard to promote equal opportunities practice.
15. To ensure that high standards of Health and Safety are maintained at all times within your teaching.
16. Assist the Team Leader in planning and running Sports Day and the Sports and Dance Award Ceremony.
17. To be a Form Tutor if required.
18. Ensure that the department has a consistent approach for more able students and that this is followed up in departmental practices and documentation.
19. To co-ordinate the celebration of student's achievements within Physical Education and Dance through performance.
20. To maintain a high quality programme of Dance throughout the school.
21. Review all dance SOW, UOW and success criteria on a regular basis.
22. Lead and develop extra curricular dance activities and opportunities.
23. Provide INSET for dance staff within the department.
24. Provide INSET for feeder primary school teachers and dance lessons for KS2 students in the borough of Camden as part of Dance Leaders Qualification
25. Work with and deploy support staff during GCSE dance lessons and tutorial time.
26. Mentoring Beginning Teachers.

Person Specification for Subject Leader for Dance

The successful candidate will possess some, or all, of the following: -

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Certificate of Education or First Degree • QTS 	<ul style="list-style-type: none"> • Evidence of continuing professional development
Experience	<ul style="list-style-type: none"> • Successful results in GCSE Dance for both practical and theoretical components • Successful experience as a Dance teacher in Key Stages with a track record of excellence 	
Qualities and skills	<ul style="list-style-type: none"> • Sound knowledge of curriculum development in Dance • Proven Track record in raising achievement • Understand how to develop children's learning • Successful contributor to Department management and as a leader of curriculum development • Knowledge and understanding of new developments and the impact they can have in Teaching and Learning in and outside of the classroom • Successful experience of engaging students in extra-curricular dance clubs and competitions. 	