



CANDIDATE BRIEF

DANCE COACH



St John's School
LEATHERHEAD



ABOUT ST JOHN'S

Thank you for your interest in St John's. We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us. **Alex Tate, The Head**



St John's is a co-educational independent school for over 800 boys and girls aged 11 to 18 and predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi or ad hoc options to create the best possible balance between home and school life for busy families.

As soon as you walk through the door into St John's, you sense the warmth and feeling of community that pervades our school. From the historic architecture to the infectious enthusiasm of staff and pupils, this is a welcoming and exciting place in which to belong.

Founded in 1851 to provide education for the sons of the poor clergy, St John's has always been progressive and has developed significantly over time to meet the changing needs of the pupils we educate. Although we have changed with the times, our core values of courtesy, kindness, respect and tolerance hold true and remain integral to what it means to be part of St John's.

The School has a reputation for innovation, academic excellence, strong pastoral care and a first class all-round education for every pupil. Interest from prospective families is strong and growing, meaning that we are over-subscribed with five candidates for every Year 7 (11+ Lower Third) place and every Year 9 (13+ Fourth Form) place. Although there are currently over 800 pupils enrolled, our strong staff team enables us to keep class sizes small.

In the first two years of St John's, Years 7 and 8 (Lower and Upper Third), pupils belong to the Lower School. From Year 9 (Fourth Form) upwards, each pupil joins either a boarding or day house where they are cared for by a team of tutors and domestic staff who are overseen by a Housemaster or Housemistress. The strong pastoral ethos provides a supportive and nurturing environment that centres upon the development of the individual child. Delivering a truly rounded education, with rich co-curricular opportunities and experiences, is at the heart of school life and all pupils participate in the varied array of activities on offer from sport, music and drama to serving the community. The School has a Christian foundation and all pupils attend Chapel once a week.

Set in the beautiful Surrey countryside, the School's 50-acre campus is a short stroll into Leatherhead town centre and just 45 minutes by train to the cultural attractions of nearby London. It has excellent transport links by road, rail and nearby airports Heathrow and Gatwick. We are fortunate to have an impressive campus with a stunning mix of mid Victorian architecture and purpose-built contemporary additions. Our facilities are excellent and, from the state-of-the-art Sports Centre opened in 2019 to the high quality IT infrastructure which enables our Bring Your Own Device (BYOD) policy, we ensure that we create the best possible environment in which to learn and work.



WORKING AT ST JOHN'S

We believe there is no limit to our pupils' potential and, in this vibrant learning community, we encourage our pupils to work hard, aim high, help others and have fun. None of this is possible without the exceptional team of people who make up St John's staff. We value the expertise, energy and commitment of our staff across all areas of school life and reward, support and develop our employees accordingly. Attracting and retaining the very best people is fundamental to allowing us to take St John's forward.

Our academic staff body is actively involved in developing creative and sophisticated teaching and learning practices through regular CPD, self-reflection and peer observations. Class sizes are small, our staff support is first-rate and the high standards set in the classroom reflect in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education and our rounded approach aims to create open-minded, thoughtful, confident and happy young men and women who will go on to have productive, positive experiences in higher education and their adult lives.

Our support staff are integral to the wider success of the School. They are highly skilled professionals whose expertise allows the School to function effectively across functions as diverse as estates, operations, communications, catering, pastoral care, IT, finance and HR.



EMPLOYEE BENEFITS

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career.

What We Offer:

- A competitive remuneration package with additional allowances for extra responsibilities
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments
- Automatic enrolment into the School's pension schemes.

REWARDS AND PERKS

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we can offer our staff.

What We Offer:

- A discount on school fees for staff children who satisfy the admissions criteria (following successful completion of probationary period / proportionally reduced for part time members of staff)
- Cycle to Work Scheme
- Microsoft 365 for up to five personal devices
- Interest free School Loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

HEALTH AND WELLBEING

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily.

What We Offer:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters
- During term time, our excellent Catering Department provides meals and refreshments
- Free flu vaccinations
- Access to Wellbeing Champions.

COMMUNITY AND ENVIRONMENT

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships.

What We Offer:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.



THE DEPARTMENT

These are exciting times for the Performing Arts Department at St John's having seen extensive growth in its output and pupil engagement over the last 6 years, and it is developing an enviable reputation for the vibrancy, energy and the standard of its performances. The department is a thriving hub promoting a love of music, drama and dance. Committed and passionate performances of all genres are key to our ethos and pupils and staff work together as a happy, productive and energised cohort. The department is well supported across the School and is led by the Director of Performing Arts, and the core co-curricular team have all held extensive professional careers in music and theatre prior to teaching.

In addition to the Director of Performing Arts, the department currently has an Assistant Director, Administrator, Dance Coach, a part-time Theatre Technician, Heads of Academic Music and Drama, and 3 further teachers of music and drama, and 27 VMTs and Visiting LAMDA Teachers who teach over 12000 lessons annually. There is a strong uptake for drama and music at GCSE and A Level and they are a compulsory part of the curriculum for years 7, 8 and 9 and over 38% of the school engage in co-curricular performing arts weekly. This figure has increased four-fold over the last 6 years and continues to increase. The School is fortunate to have excellently equipped performance spaces (including 5 well maintained Yamaha grand pianos) including its purpose-built Performing Arts Centre which houses our main performance space which is technically equipped to a professional standard and our Mac suite with Sibelius, Logic and Garage Band, the beautifully restored Old Chapel and the main Chapel with its Kenneth Tickell, 3 manual organ installed 10 years ago. The department also enjoys a strong alliance with the local professional theatre in Leatherhead.

The department runs an eclectic calendar of events and runs around 38 clubs and rehearsals weekly and over 45 performances and workshops annually. These largely take place during lunchtimes and afternoon co-curricular activity slots. Competitions include the House Singing and House Film Competitions, the Concerto Competition, instrumental competitions, and in addition to regular chapel services, the department mounts two major concerts every term and a regular lunchtime recital series, up to 5 co-curricular drama productions and two musical theatre cabarets annually, an annual musical (bi-annually on a much larger scale) a dance and LAMDA showcase while running clubs including music theory, musicianship, tap and jazz dance, script writing, set design and stage management. Staff rehearse many ensembles weekly including a full orchestra, School Choir, an award-winning Schola Cantorum, concert band, swing band, jazz band and trio, wind groups, string quartet and string ensembles, several rock ensembles and a regular series of masterclasses run throughout the year with external professionals. This year sees the department's first tour in several years with a tour to Rome, including singing at the Vatican.

Every year, there are several pupils who attend the Junior Guildhall, Junior RCM and Junior RAM, and who go on to read music at university, many gaining choral or organ scholarships, or pursue vocational training at conservatoire (most recently the RAM), acting or musical theatre colleges (most recently Mountview and Arts Educational). Pupils are regularly engaged in NYC of GB, NYT, NYMT and county orchestras and we achieve a high percentage of merits and distinctions across ABRSM, Trinity, LCM, Rock School and LAMDA examinations. Our pupils actively wish to engage in our rehearsals which are held with energy, humour and expertise and they are proud to represent the School with our programme as much as the staff are to work with their talent and enthusiasm.



THE ROLE

ACCOUNTABILITY

The Dance Coach (maternity cover, fixed term) will be responsible to the Director of Performing Arts, and will work closely with him/her and the Director of Sport to further develop the dance provision at St John's. This will be a part-time (0.275) employed position, with overtime, and additional peripatetic freelance work available. In accordance with many of the key co-curricular staff in the Performing Arts Department, some professional performing experience would be advantageous.

MAIN RESPONSIBILITIES

The candidate will be expected to:

Teaching:

- Deliver energised and thorough lessons in jazz, tap, musical theatre routines and to a lesser extent ballet/contemporary.
- Provide the necessary musical accompaniment that can be amplified through speakers for each class, in the event that live music cannot be offered.
- Teach classes as part of the School's co-curricular, performing arts activities provision, and as part of Sixth Form Games and Lower School PE carousels.
- To work on the 3 or 4 day summer Performing Arts Camp with prospective pupils in years 4,5 and 6 with other members of the department.
- To take on some peripatetic 1:1 lessons with pupils in a freelance capacity (currently around an extra 6 hours of work)
- Support performing arts scholars as required and assist in the smooth running of scholarship assessments.

Administration:

- Be responsible for their own invoicing to parents and administration for this peripatetic work.
- Offer choreography, if required by the Director of Performing Arts, for school productions, or Open Days. Further remuneration would be offered for this.
- To provide routines for the annual Dance and LAMDA MT showcase in May and be present for this event.
- Keep up to date with the graded and vocational syllabi offered from the Royal Academy of Dance and Imperial Society of Teachers of Dancing and encourage pupils to contemplate these examinations.

NB This list is not exhaustive and you may be required to undertake other duties as required by your line manager. This job description may be amended to meet the needs of the School.



PERSON SPECIFICATION

PERSONAL ATTRIBUTES

- Encourage our all-rounder scholars who have dance as part of their award and help nurture and foster their development.
- Actively encourage the pupil interest and enthusiasm for dance within the School community.
- To encourage pupils and maintain the momentum working towards Dance GCSE coming into the curriculum in 2025.
- Be punctual, reliable and professional at all times.
- To be a team player with strong communication skills and a good sense of humour.
- A degree qualification, or equivalent vocational training is essential.

The School is keen to support the professional development of its staff and will offer generous support for professional development (including further academic and performance study) if appropriate.

CONDITIONS OF SERVICE

This is a fixed term contract (maternity cover) to run from October 2024

Hours of work will be varied and this will be discussed at interview. Actual hours of work will be according to timetable.

Salary: The post is remunerated at £25.00 per hour and is inclusive of holiday entitlement.

There is a probationary period of 6 months and the appointment is subject to satisfactory references and clearance by the Disclosure and Barring Service.

All staff are entitled to membership of the School's Group Personal Pension Plan.

Holidays

The holiday entitlement is the pro-rata equivalent of 6.6 weeks' holiday. For term time only staff, holidays must be taken outside of term time.

Staff are permitted to use the facilities on site (such as the swimming pool, tennis courts and Library) at times, which do not conflict with the School's requirements and within the School rules. Meals are provided during term time.

Health & Safety at St John's School

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Compliance Department.

Data Protection at St John's School

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website.

Staff Conduct

Colleagues at St John's are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Conduct Policy at all times.



THE SELECTION PROCESS

CHILD PROTECTION

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Protecting Children Policy and Procedure at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School she/he must report any concerns to the School's Designated Safeguarding Lead Officer.

HOW TO APPLY

Please complete an application form and equal opportunities monitoring form (both forms are available to either complete via the online application form or can be downloaded from www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/) and provide a letter supporting your application addressed to: Karen Perkins, Senior HR Advisor via email to recruitment@stjohns.surrey.sch.uk or by post to Epsom Road, Leatherhead, Surrey KT22 8SP.

Closing date: **9.00am, Tuesday 18 June 2024**

Interviews will be held: **week commencing 24 June 2024**

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We reserve the right to appoint before the closing date and therefore invite interested candidates to apply as soon as possible.

St John's recognises the importance of attracting candidates from the widest possible sources in order to secure the range of skills and experience within our staff team.

Please contact the Recruitment Team if you require the application form in an alternative format, please either email us at recruitment@stjohns.surrey.sch.uk or call us on 01372 231545.

FURTHER ENQUIRIES ABOUT THIS POSITION OR APPLICATION PROCESS

HR Department

recruitment@stjohns.surrey.sch.uk

01372 231545