Aurora

Job Description

Job Title:	Dance Group Tutor
Reporting to:	Creative Arts Provision Manager
Location:	Mansfield, Nottinghamshire

Main Purpose

- As a Dance Group Tutor we expect you to plan, prepare, deliver and evaluate inspiring, engaging and individualised sessions of the highest quality that positively challenge our Learners.
- As a Dance Group Tutor your absolute priority is to safeguard the learners in our care. You must work professionally, effectively and sensitively with your team to ensure that all learners are safe and feel safe with any concerns listened to and acted upon appropriately and immediately

Key Accountabilities

- To plan, deliver and assess inspiring sessions in order to actively encourage educational and personal progression.
- To work as part of a team in a collaborative and positive way, in the interest of our learners.
- To accurately, factually and professionally record and report any incidents involving learners, including safeguarding and prevent. Recording on relevant systems with all concerns being reported to the appropriate person (Team Leader/Designated Safeguarding Officer/Safeguarding Team). We expect all recordings to be completed within 24 hours of the incident.
- We expect you to remain up-to-date through appropriate CPD, and compliant with all statutory aspects of the role including Safeguarding, Prevent Duty, Children and Families Act, Keeping Children Safe in Education , Equality and Diversity, and any other legislation and/or guidance that either directly or indirectly affects the role and all company policies as appropriate.

Key Duties

- Effectively and professionally plan, prepare and resource highly individualised sessions of the highest quality, according to the scheme of work.
- To effectively and sensitively support the students in their learning.
- We expect you to work collaboratively and professionally as part of the wider Alternative Provision team and locally, the Creative Arts team.

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- Deliver professional, inspiring and engaging sessions of the highest quality that challenge and stretch every student, and in which all students are motivated and engaged throughout. We expect every tutor to be fully engaged in the session at all times without exception.
- Work professionally and collaboratively with all colleagues and teams across the Aurora Group.
- Ensure that all students receive professional, timely and effective feedback, with appropriate strategies to improve their performance, and that such discussions are evidenced through effective and professional record keeping.
- Contribute professionally and constructively to any review and development of any course, scheme of work, quality assurance processes and procedures.
- Ensure that all risk assessments are professionally and effectively carried out, recorded appropriately (including on session plans) and used to ensure the highest standards of student and staff welfare, health and safety.
- Contribute professionally, effectively and efficiently to any meetings, reports and plans as requested across the organisation.
- Contribute to organisational development and quality improvement through collaborative working.
- To undertake any other duties and/or responsibilities as directed by the Principal (or Line Manager) on request

Knowledge, Skills and Experience

- Practical, working knowledge of working within the creative arts industry, in particular arts and being literate in a varied genre of dance.
- Qualified to at least a Level 2 in English and Maths.
- Relevant level 4 qualification.
- A track record of achieving successful outcomes in teaching.
- Experience of working to the individual's needs and requirements.
- Experience of working with children and young people, delivering subjects directly related to Creative Digital Studies.
- Experience of working with formal assessment or a willingness to learn.
- Able to demonstrate effective communication.
- Demonstrate effective record keeping with a clear understanding of GDPR legislation.

Requirements of Role

- To be self-motivated and be able to work independently and prioritise workload.
- To have a passion for teaching and be a positive role model, supporting learners to meet their aspirations.
- To be organised and able to manage their time well in order to meet deadlines in a timely manner.

Additional Information

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall mission, vision and values of the company.
- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- Required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role. This job description does not form part of the contract of employment and Aurora reserves the right to make any appropriate changes to meet changing business requirements.