



Thomas's Kensington

JOB DESCRIPTION HEAD OF BALLET Thomas's Kensington

Head of Department provide professional leadership and management for a subject to secure high quality teaching effective use of resources and improve standards of learning and achievement for all pupils.

The Head of Ballet will ensure the effective and smooth running of Ballet/ Dance through the school from Reception – Year 6.

They will require the following of:-

I. KNOWLEDGE AND UNDERSTANDING OF

- a) Teaching and maintaining a high level of achievement in Ballet and Dance
- b) Preparing Long, Medium and Short-term plans
- c) Planning for differentiation (including catering for gifted pupils).
- e) Maintaining order and good discipline among pupils and safeguarding their health and safety.
- g) Liaising with the SENCO, regarding pupils with diagnosed or suspected special educational needs. Writing IEPs for these children.
- h) Providing a stimulating working environment in the classroom.
- i) Teaching RAD syllabus (PPID – Grade 4).
- j) Coaching and preparing students for RAD Examinations, Class Awards and Solo Performance Awards.
- k) Choreographing shows.
- l) Entering RAD students for Examinations, CA & SPA.
- m) Working with a pianist.
- n) Fostering musical awareness, dynamics and phrasing.
- o) Developing performance qualities – communication, expression & projection
- p) Encouraging imagination & creativity from all students and enhancing confidence.

2. ASSESSMENT & REPORTING

- a) Making regular assessments of pupils' attainment and progress.
- b) Keeping records of pupils' progress.
- d) Writing reports on pupil's attainment and progress (twice per year).
- e) Attending parents' evenings to discuss pupils' progress with parents.
- f) Providing written reports on pupils on request e.g. for applications to senior schools or for school transfers.
- g) Co-ordinate display boards.
- h) Open line of communication with form teachers on pupil's progress.
- i) Collating all relevant information for the school magazine

3. PROFESSIONAL DEVELOPMENT

- a) Periodically reviewing programmes of work and methods of teaching.
- b) Attending courses to develop professional skills.
- c) Attending departmental meetings.

4. PASTORAL CARE

- a) Being actively involved in promoting the well-being of pupils.
- b) Providing a role model for pupils in terms of personal standards of conduct, appearance and punctuality.
- c) Reporting any academic or behavioural problems to the line manager.
- d) Maintaining open lines of communication with parents.
- e) Attending school assemblies and church services where possible.
- f) Sharing in the pastoral duties on a rota basis e.g. break and lunchtime duties.

5. TRIPS

- a) Planning, organising and accompanying trips.

7. MANAGING RESOURCES

- a) Manage and effectively use the Ballet budget through the academic year on ordering new equipment and props.
- b) Ensure that there is a safe working and learning environment in which risks are properly assessed

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies 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, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.