LIPA 4:19

Job Description

Job Title: Dance Teacher

Department: LIPA 4:19

Salary: £22.34 p.h. (inclusive of holiday pay)

Responsible to: LIPA 4:19 Programme Leader

Date Amended: August 2006; August 2007

A Job Purpose

To provide LIPA 4:19 with leading edge expertise in the area of dance and training youths to required standards, preparing them for productions and performances.

B Major Tasks:

1. Deliver teaching sessions to students of different ages (between 7-19 years).
2. Where necessary to offer individual coaching and advise to students in the area of dance.
3. To prepare dance pieces for students for their end of year production.
4. To prepare student reports and meet with student's parents over their progress.
5. To prepare and enter students in for dance examinations
6. Duties common to all LIPA staff.

Major Task 1 Deliver Teaching Sessions

- Prepare sessions to ensure an exciting variety of dance tuition for students of the LIPA 4:19 Academy, including street jazz, musical theatre, contemporary and modern dance).
- Follow the LIPA 4:19 curriculum
- Arrange dance pieces, directing students as appropriate.
- Correct dance technique where necessary.
- Provide dance interpretation and presentation skills.

Major Task 2 Individual Coaching and Advice

- Coach individual students in improving their dance technique.
- Give advice/guidance on:
  - Physical and special awareness.
  - Use of body to express artistic ideas.
  - Musicality (Rhythm, feel etc).
  - Choreography skills.

- Stage presentation and focus.
- Knowledge of dance theory and terminology.

Major Task 3 Preparation of Dance Pieces for Term Productions

- Select appropriate dances according to student capability.
- Arrange dance pieces for professional productions.
- Support acting and singing tutors in terms of bringing movement skills to the other disciplines.
- Work with other staff to co-ordinate the term productions in terms of presentation, administrative/operational requirements.
- To co-ordinate the dance students during productions.

Major Task 4 Prepare Student Reports

- Adequately prepare for student reports, ensuring attention is given to individual student progress throughout their time with the LIPA Academy.
- Collate information and provide individual student reports at specified times in the LIPA term.

Major Task 5 Common Duties

- Works flexibly including contributing to Institute work projects of a general nature and providing cover for other staff.
- Participates in staff appraisals and training programmes as required.
- Carries out duties at all times with due regard to Equal Opportunities, Health and Safety and other Institute policies as agreed and revised from time to time.

NOTES:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

LOCATION:

The job is initially located on the Institute's main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his/her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

HOURS:

The actual teaching sessions are normally 3 hrs long , on Saturdays (although you will be expected to arrive in good time to collect or register your classes). Specialist classes are held on weekday evenings. The Saturday sessions will run from 9.30am-1pm, and 2:00-5:30pm. Ideally we are looking for teachers to teach either a morning or afternoon session, however dependant on applicants availability and LIPA's needs at the time negotiation may be possible over the hours worked.

Periodically team meetings may need to be held in order to plan and inform staff working on the Programme. In these instances we will ensure you receive payment for your attendance at an appropriate rate.

LIPA

Person Specification for the post of Dance Teacher (LIPA 4:19)

	(E) = Essential (D) = Desirable	To be identified by:
Education/Qualifications:		
Professional dance qualification from a recognised institution	D	Application Form
Experience / Knowledge:		
Professional dance experience with the emphasis on 'performing'	E	Application Form
Experience and understanding of a large variety of dance techniques including show, street and physical theatre	E	Interview
Experience of choreography of dance for productions	E	Application Form/Interview
Musical Theatre experience	D	Application form/Interview
Workshop leadership experience	E	Application Form/Interview
Experience of working with young people in a teaching environment	E	Application Form/Interview
Skills & Ability:		
Innovative, creative and adaptable	E	Interview
Ability to work well in a team	E	Interview
Enjoy working with young people	E	Interview
Commitment:		
To the Institute's Equal Opportunities policies and practice	E	Interview
To the provision of a high level of service to the customers of the Institute	E	As above
Enthusiasm and flexibility	E	As above