

Brentwood Ursuline Convent High School Job Description



Teacher of Dance (Fixed Term Maternity Cover)

Post held: Teacher of Dance
Responsible to: Head of Physical Education
Salary scale: MPS/UPR (Fringe)

Duties: The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Teacher of Dance at Brentwood Ursuline Convent High School, along with the particular duties expected of the post holder have been set out below:

Major duties: Under the overall direction of the Headteacher and the light of the school's mission statement to undertake the following responsibilities.

1. to teach Dance within the school from Years 7-11 (including GCSE Dance) and Performing Arts BTEC in Years 12-13.
2. to have firm aims and objectives for all lessons, to identify individual learning needs and devise ways of meeting these
3. to maintain a full record of attendance, effort and attainment of all students as well as records of lessons taught and homework set
4. to ensure good supervision and discipline, through efficient planning and delivery
5. to work with parents in partnership to enhance the learning experience
6. to recognise and celebrate achievement in Dance and to promote an awareness of the importance of Dance in the community
7. to initiate and maintain links with form tutors and support staff where appropriate
8. to work as one of a team in curriculum development initiatives within the department
9. To participate fully in the extra-curricular activities of the department.
10. To run extra-curricular Dance activities
11. to contribute to other areas by negotiation
12. to undertake tasks which may from time to time be required, e.g. school trips
13. to read and observe the Dance Health and Safety Policy and Risk Assessment recommendations
14. to set, collate and record assessment material for all classes taught
15. to check that all students following external examination courses are entered for the appropriate examination, have the necessary assessment requirements and have covered the full syllabus requirements
16. to prepare students for public examinations, assess students for the purposes of such examinations, record and report such assessments and attend meetings connected with the conduct of public examinations
17. to co-operate with other members of the department in development of schemes of work and such Teaching and Learning strategies as are agreed within the department.

18. to set work for his/her classes where absence is known in advance and setting work for absent colleagues where required
19. to keep up to date with curriculum innovation, participate in arrangements for INSET, contribute to his/her own professional development
20. to contribute to the provision of resources and teaching materials and take some responsibility for care of stock.
21. to take on the responsibilities of a form tutor.

Other

1. Contribute to the ethos of this Catholic school.
2. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.