

Queenswood

PERSON SPECIFICATION
AND JOB DESCRIPTION



Teacher
of Dance





JOB DESCRIPTION AND PERSON SPECIFICATION

Job description

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.

Job Title:

Teacher of Dance

Main Purpose of the job:

As a member of the Drama, Dance and Media Faculty, the teacher will be involved in planning, the delivery of lessons, and the ongoing assessment of students' progress. It is expected that the teacher will, in addition, organise and participate in a number of school and departmental activities outside their timetabled teaching.

Reporting to:

The Head of Faculty

Reporting to the job holder:

N/A

Main responsibilities and duties

1. Implementing the school's safeguarding policy;
2. planning and preparing courses and lessons;
3. teaching, according to their educational needs, the pupils assigned to him/her/them, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
4. assessing, recording and reporting on the attainment, progress and development of pupils;
5. maintaining good order and discipline;
in each case having regard to the school's curriculum.
6. organisation of the school's annual dance show, bringing together performances of all aspects of dance that take place within the school.

Other Activities

1. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her/them;
2. taking an interest in the personal and social needs of pupils, and communicating as appropriate with the Tutor, Head of Year and Housemistress;
3. attending parents' meetings and seeing parents by appointment with the knowledge of the Head of Year and Deputy Head Pastoral;
4. participating in meetings for any of the purposes described above;

5. taking an active role in the co-curricular programme.

Assessment and Reporting

Providing, or contributing to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review, Further Training and Development

1. Reviewing annually methods of teaching and programmes of work in consultation with the Head of Department;
2. participating in arrangements for further training and professional development as a teacher.

Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Meetings and School Functions

1. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;
2. attending all official school functions.

Absence and Cover

1. In the case of unavoidable absence, setting work for pupils as far as is practicable;
2. supervising pupils as required.

The Senior Management Team will make every effort to arrange additional help in cases of prolonged absence.

Public Examinations

1. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations;
2. recording and reporting such assessments;
3. participating in arrangements for pupils' presentation for and supervision during such examinations.

Boarding School Duties

Taking responsibilities, shared by the whole staff, to ensure the smooth running of a boarding school. These will include one or more of the following:

- taking on the role of Form Tutor, House Tutor;
- helping with clubs, societies or activities;
- supervising study by rota from 4.45pm – 5.50pm;
- supervising lunch duties.

By agreement, other duties that are deemed appropriate to the role by the Head of Department.

Other duties may be deemed appropriate to the role by the Principal.

Conclusion

A teacher should set high personal and professional standards at all times.

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	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</i>
Qualifications	<ul style="list-style-type: none"> ● Good Honours degree in Dance or a related subject; ● have or working towards Qualified Teacher Status. 	<ul style="list-style-type: none"> ● Further academic or teaching qualifications (in particular Level 4 Dance teaching or Rambert grades 1-8 teaching); ● knowledge of Google apps such as Google Classroom.
Experience	<ul style="list-style-type: none"> ● Experience of teaching*; ● proven track record of excellent teaching ability and classroom management skills. <p>*For trainee or newly qualified teachers, experience can be demonstrated through placements.</p>	<ul style="list-style-type: none"> ● Experience of teaching all Key Stages; ● experience of teaching in a boarding school environment; ● experience of organising Dance shows
Skills	<ul style="list-style-type: none"> ● The ability to communicate concepts in Dance in an articulate, positive and sensitive way; ● the ability to use a variety of teaching strategies to engage and challenge students of all abilities; ● the ability to understand the interests and concerns of children; ● the knowledge and appreciation of safeguarding in relation to online activity; ● good time management and organisation skills; ● attention to detail. 	
Knowledge	<ul style="list-style-type: none"> ● Sound subject knowledge; ● excellent programming skills and knowledge; ● willingness to explore new technologies and an ability to adapt to new developments; 	<ul style="list-style-type: none"> ● Experience of teaching GCSE and A-Level Dance ● an understanding of the co-curricular needs of a Dance department.

	<ul style="list-style-type: none"> ● an understanding of the need to ensure appropriate health and safety within the department. 	
Personal competencies and qualities	<ul style="list-style-type: none"> ● The ability to form and maintain appropriate relationships and personal boundaries with children and young people; ● a positive attitude to maintaining high standards of behaviour in students; ● enthusiasm and confidence; ● emotional intelligence and resilience; ● ability to work effectively as part of a team; ● good sense of humour. 	<ul style="list-style-type: none"> ● The ability, interest and commitment to lead co-curricular activities with a Dance focus.

May 2026