

Queenswood

PERSON SPECIFICATION
AND JOB DESCRIPTION



Dancer in
Residence



JOB DESCRIPTION

Job Title: Dancer in Residence
Reporting to: Head of Dance
Reporting to the job holder: N/A
Overall Purpose To work within the Dance Department promoting and developing Contemporary Dance for all ages. It is envisaged that the Dancer-in-Residence will cater for the tremendous enthusiasm we have at Queenswood for group dance. The Dancer-in-Residence will also be part of the House Team playing a key role in the pastoral care of boarders aged 13-15. They will assist with the wellbeing and supervision of the boarders in the House.
Main Tasks Dance Duties: <ul style="list-style-type: none">• To support the extra-curricular programme by providing a series of Contemporary Dance clubs.• To provide the choreography for large scale school musical productions.• To teach Dance within the curriculum.• To organise and run a range of public Dance events such as the House Dance Competition.• To raise the profile and quality of group Dance at Queenswood.
Boarding Duties: <ul style="list-style-type: none">• Be a listening ear for the boarders and to share concerns appropriately.• Work in communication with the Housemistress on pastoral issues.• Oversee the smooth day to day running of the House.• Supervise boarders in their daily routines in the house and school. This will include: waking boarders up, room checks, House duties (including Dining Room duties, Missing Pupils and Night duties), and House meetings and putting boarders to bed.• Support the Housemistress to ensure that the boarders attend meals and are punctual for school events.• Administer basic medication (appropriate induction and support will be given) and ensure medical records are up to date. Med Centre cover, where appropriate.• Carry out and record registrations, following up and reporting absence as required.• Be responsible for the cleanliness, tidiness and good order of the House throughout the term, drawing up cleaning rota for boarders and ensuring that duties are carried out regularly, liaising with the maintenance team over necessary repairs. Taking responsibility for the aesthetics and cleanliness of the House is a key part of the job.• Check boarders' general appearance and clothing in conjunction with the School's Uniform Policy and being prepared to ensure boarders leave the House for the school day in full uniform, in accordance with the policy.• Assist with the preparation of the school for holiday activities and lettings at the end of terms (including ensuring dormitories, kitchens and house rooms are clean and tidy).• Help prepare the house so that it is ready for the beginning of term. This involves returning to school at least one day before the start of term and staying for a day at

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the end of term.

- Carry out administrative and other tasks as allocated by the Housemistress with the agreement of the Assistant Head (Boarding).
- To carry out meal duties as required.
- To attend weekly House meetings and other pastoral meetings as necessary.
- To assist with escorting boarders (Dental/Medical appointments) as required.
- To be involved in school wide duties and administrative tasks where required eg seeking out missing boarders, medical appointments, break and lunch duties
- To support the House team in ensuring boarders behave appropriately.
- To organise a number of weekly Treat Nights throughout the year.
- To attend House events when possible.
- To ensure House notice boards are kept up to date and presentable.
- To liaise with parents as necessary.
- To organise and assist in a number of weekend activities and trips throughout the year.

Other relevant factors

On-site accommodation and meal provision during term time is offered. Hours would be split between Dance role and Boarding role. The applicant will need to be flexible and able to work when required according to the Dance/House programme of events.

Initially the contract would be offered on a fixed term basis for one year. It is envisaged the role will evolve and develop, according to the enthusiasm and skills of the successful applicant, with a view to becoming permanent.

Skills, Knowledge and Experience

Essential

- A broad knowledge of contemporary dance, group choreography skills.
- The applicant should be enthusiastic, energetic, reliable, committed and creative.
- Educated to A level or GNVQ.
- Good IT skills.
- A keen interest in pastoral care, teaching or education.
- Good communication skills & good team worker.
- Stamina, good sense of humour, resilient and a sense of loyalty to the school.

Desirable

- A basic knowledge of additional dance styles, musical theatre, GCSE and A-level Dance courses.
- An awareness of Health and Safety.
- Flexible and responsible approach to work as this role demands.
- Experience in the care of children or young people.
- Sensitivity to and interest in adolescent girl welfare.
- Willingness to undertake post related training.
- Experience of a boarding environment or other residential care would be an advantage, but not essential.