



JOB DESCRIPTION
DANCE : COURSE PATHWAY LEADER

Overall Job Purpose:

- Lead, manage and develop a stimulating, challenging and successful Dance Course Pathway, setting high expectations to deliver first class student experience and outcomes across different dance genres.
- Lead and develop dance curriculum within the Musical Theatre and Drama Course Pathways
- To work collaboratively with the Core Staff Team, staff and partners

Accountabilities – Specific

- To oversee further development of the Dance Pathway development plan within the framework of the College Development Plan.
- To monitor, review and evaluate the effectiveness of the plan.
- To manage all aspects of the Dance Pathway in association with the Principal/Vice Principal.
- To inspire, lead and support all Dance Pathway tutors in their duties and professional development so that there is a consistency in the provision of teaching, with staff ensuring students are motivated and provided with an opportunity to develop their creative talents in a positive, innovative and effective working environment.
- To deliver dance classes as part of the College timetable.
- To implement challenge as appropriate as part of the College's performance management policy
- To ensure all schemes of learning are in place.
- To undertake responsibility for all quality assessment, recording and reporting issues within the Pathway, including all verification processes and procedures.
- To ensure the pathway is well resourced and well organised.
- To ensure pathway staff monitor, assess and record work in accordance with College policy and exam board guidelines.
- To work with tutors to respond to the tracking data and implement, as appropriate, intervention packages to ensure all students reach their full potential.
- To promote outstanding teaching and learning across the Pathway.
- To ensure the frequent setting of individual study and the assessment of this work.
- To maintain effective discipline across the pathway in accordance with the College's behaviour policy.
- To be responsible for Health and Safety across the Pathway and ensure risk assessments are in place where necessary.

- To oversee the writing of reports and provision of subject information to parents, attendance at parent’s evenings, and responses to parental enquiries.
- To ensure the Pathway meets the requirements of those students with additional needs i.e. SEN, medical needs.
- To ensure equal opportunities for all students.
- To manage allocated Pathway budgets and resources
- To ensure collaboration with other Pathways to deliver first class performances and provide students with a whole College experience.
- To be responsible for all public examinations across the Pathway in conjunction with the exam board(s), Data Manager and Exams Officer.
- To ensure effective internal observation and moderation is in place.
- To foster links with local and national dance organisations.
- Exercise a commitment to the College’s ethos.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal and Core Staff Team.

Accountabilities – Generic

- Serve as a role model based on high standards and professional conduct
- To present the best possible image of the College in general, and in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- Be aware of and comply with policies and procedures relating to health and safety, equal opportunities, confidentiality and data protection at all times, reporting all concerns to the appropriate person.
- To comply with the College’s Staff Code of Conduct
- Maintain confidentiality in relation to all work undertaken
- Contribute to the safeguarding and promotion of the welfare and personal care of students and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Undertake any professional development as needed and as determined by the Course Pathway Leader.
- Carry out such duties as may be reasonably assigned by the Principal.
- Participate in the College’s staff appraisal system

This job description will be reviewed annually, and updated as required, in line with the ongoing development of CAPA College. It is not a comprehensive statement of procedures and tasks, but set out the main expectations of the College in relation to the post holder’s professional responsibilities and duties.



Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications as detailed in the Person Specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. DBS
- A List 99 check.
- Confirmation of medical fitness for employment.