

Job Description

Group Member:		Leeds Conservatoire	
Job Title:		Dance Coordinator	
Reports to:		Deputy Head of Department	
Job Grade	Grade 8	Department	School of Drama

ROLE SUMMARY:

This role will require the operational management of modules including, but not limited to, line management of lecturing staff, timetable management, leading on material selection, contribution to and coordinating assessment processes. Additionally, the role will include teaching as appropriate to the postholder's specialism.

CORE RESPONSIBILITIES:

1. Operational responsibility for the department's strategic priorities as agreed with the Head or the Deputy Head of Department.
2. Operational management of modules on the programme including: managing timetable of classes & assessments, leading on material selection, contributing to and collating assessment feedback, producing scheme or work and associated resources in a timely manner.
3. Teaching across the department as appropriate to their specialisms. Delivering in agreed curriculum areas with the Deputy Head.
4. To coordinate student group/s, leading weekly Programme Meetings in term time, resolving issues, communicating events and ensuring a continuous, quality student experience.
5. Liaise and collaborate with Conservatoire teams in Learning Enhancement, AV, facilities, student administration and examination areas as necessary to ensure an exceptional student experience.
6. Work with Marketing & Recruitment, to undertake student recruitment and marketing activities as defined by the Deputy Head.
7. Liaise and collaborate with the Student Health and Wellbeing team, developing activity and supporting students with additional needs.
8. Part of the department Academic Management team working together to support departmental initiatives and delivering the student experience.
9. To contribute to curriculum development of current programmes, and future curriculum development.
10. Budget requisitions working within defined financial parameters as defined by the Head of Department and Deputy Head of Department.
11. Provide information for formal reporting cycles e.g. annual monitoring as required.

12. Engage with research and knowledge exchange activity which contributes to the conservatoire's aims.
13. To engage with Research and Knowledge Exchange initiatives which contribute to the conservatoire's strategic aims. Engaging with local and national networks which relate to the appropriate specialisms.
14. Represent the Conservatoire, and the Group, internally and externally when required (e.g. showcases, graduation, productions and recruitment events.)
15. Contribute to the Conservatoire's broader artistic and academic community, including student recruitment, open days, and performance events.
16. Comply with all conservatoire policies and procedures.
17. Participate in any staff development activities required to carry out the duties of the role effectively, and in the conservatoire Appraisal Scheme.
18. Ability to participate in evening/weekend work as required.
19. Any other duties that are specific to the department.

Person Specification

Job Title:	Dance Coordinator
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Honors degree in relevant subject or equivalent qualification/experience	A / C
D	Q2. Postgraduate qualification in relevant discipline or equivalent experience/professional standing	A / C
D	Q3. HE Teaching qualification	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of operating successfully in the drama industry	A / I
E	EK2. Understanding of the HE sector and how it relates to the drama education provision	I
D	EK3. Experience of operational management of HE courses	A / I
E	EK4. HE teaching experience	A / I
E	EK5. Research of professional practice profile	I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. People management skills	A / I
E	SC2. Exceptional digital and IT skills	A
E	SC3. High standard of communication skills	A / I
E	SC4. High level time management skills	I
E	SC5. Ability to innovate, bringing original ideas around content and collaboration	A / I
D	SC6. Experience of supporting the budget management process	I
E	SC7. The ability to solve problems under pressure	A / I

Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Commitment to an understanding and promotion of the conservatoire's vision and ethos.	I
E	Demonstrate inclusive working practices, removing barriers to participation.	I
E	Commitment to Safeguarding young people and vulnerable adults.	I