



Co-op Academy  
North Manchester

## **CO-OP ACADEMY NORTH MANCHESTER**

### **HEAD OF DANCE**

**Pay Scale: MPS/UPS + TLR**

The Head of Dance is a key role within the Academy, ensuring that the Academy's vision of excellence and success is achieved. Through having the highest expectations, they will be able to continue to drive up standards of achievement, attainment and enjoyment for the subject so that all pupils can make exceptional progress.

The successful applicant will be committed to leading a department which has high quality teaching and learning at its heart. They will be passionate about Dance and have a strong desire and proven track record of being able to develop within pupils a real interest in the subject, by offering them a range of high quality experiences both inside and outside of the classroom. They will also be committed to ensuring that all students are given the best opportunities to succeed and use strategies that will ignite within each learner a strong desire to achieve their very best.

The Head of Dance will be a highly successful and experienced teacher able to enthuse, motivate and inspire children, generating within them a love for learning. Good teamwork, high standards and a capacity for hard work will have been at the core of his/her success. He/she will be a creative thinker with an ability and determination to develop a centre of excellence within Dance.

The Co-op Academy North Manchester offers a high quality CPD for its entire staff and the Head of Department would be expected to further shape and contribute to the professional development of others and themselves. The Academy trains teachers and is expected that the successful candidate will have the opportunity to continue to develop the department as a centre of excellence for training.

Dance is taught from year 7 as a discreet subject. There is a dedicated dance studio and a multi-tiered auditorium. The Head of Dance contributes to the extra-curricular offer of the academy through Dance Clubs, performances and musicals, as well as through collaborations with outside agencies. The academy is working towards the Artsmark award and the Dance, Music and Drama Departments regularly collaborate on work to enhance the experiences of our pupils

Coop Academy North Manchester is part of the Co-operative Academies Trust and it is therefore expected that the successful candidate will also be committed to the vision and values of the Trust and demonstrate these within their role.

#### **Specific Areas of Responsibility**

- Plan, implement and review the curriculum, where appropriate ensuring that there are clear schemes of learning and a strong extra-curricular offer.
- Ensure that a full scheme of learning is written regularly reviewed to include both formative and summative assessments which prepare pupils well for next steps.
- Monitor standards of teaching across the Department, implementing effective strategies to support and further improve standards of dance and to inspire pupils to want to continue with the subject post 16.
- Ensure that the Academy policy for marking and feedback is consistently applied across the department.

- Ensure that effective homework is set and monitored across the Department that is in line with the Academy policy.
- Ensure that best practice within the Department is shared across the Academy.
- Monitor and improve standards of attainment by challenging underperformance and underachievement.
- Co-ordinate the writing of a Departmental Improvement Plan which is reviewed twice annually and which has CPD needs intrinsically linked.
- To monitor targets and progress of all pupils.
- Ensure that assessment is both regular and thorough and that full records of work are kept and used as exemplar pieces as required.
- Oversee the tracking of all pupils to ensure that they make at least expected progress and hold subject teachers to account for the data.
- Track the progress of key groups to ensure that any gaps are closed and that all pupils make at least expected progress.
- To lead the department to identify pupils who require further interventions and implement, monitor and measure the impact of such programmes.
- Develop and train staff in the Department; participate in Appraisal arrangements and, where appropriate, supervise for example, Newly Qualified/Trainee teachers.
- Ensure the Department is represented in all matters within the school relating to the curriculum, teaching and learning and behaviour for learning.
- Liaise with the Leadership Team, Examinations Officer and any other staff with relevant responsibilities in all matters concerned with the timetable, curriculum and internal examinations.
- Organise GCSEs and other examination entries with the member of staff responsible for external examinations.
- Plan, monitor and review departmental spending in consultation with the rest of the Department, ensuring that the Department keeps within its budget and that spending is in line with school aims, the School Development Plan and the Departmental Development Plan.
- Ensure that stock and equipment are well cared for and economically used.
- Ensure safe storage of equipment.
- Annually review Health & Safety procedures within the Department.
- Ensure appropriate Risk Assessments take place in relation to practices.
- Liaise with Associate Staff and, where appropriate, supervise the work of support staff.
- Ensure that Support to Learning Staff are appropriately deployed across the Department.
- Ensure that departmental rooms present a stimulating environment.
- Promote and publicise the work and achievements of the Department.
- To monitor the use of the Academy's Rewards and Sanctions Policies and practices and address any outcomes from these.
- To have an overview of the attendance and punctuality of pupils to lessons within the department and provide appropriate support, as necessary.
- To foster and establish excellent links with outside providers which enable pupils to experience live dance both within and outside the academy.

#### **Generic Head of Department Duties**

- Hold regular departmental meetings within the directed time budget and ensure that records are kept of such meetings.
- Implement cross-curricular activities that enhance the learning experience for all students and implement other school policies currently in force.
- Support the organisation and management of the Academy to ensure smooth running of the Academy.
- Lead and manage staff.
- Participate in all relevant meetings, including progress meetings.
- Promote and safeguard the safety and wellbeing of all students.
- Advise the Principal/Vice Principal about recruitment, advertising and appointment of new staff.
- Assist other teachers to support and promote high standards of behaviour both within and outside of the classroom and ensure that the Academy Behaviour for Learning policy is consistently applied.
- Oversee the safety of pupils and staff in school and on visits and excursions.
- Support the Academy in its Open Days or other schools events.

- Implement a programme of extra-curricular activities across the Department that enhances the learning experience for all.
- Support the development and maintenance of Academy policies and practices to ensure they are consistently applied.
- Liaise effectively with all stakeholders including parents/carers
- Manage budgets in line with areas of responsibility

#### **Key Events**

- Student/parent/carers events relating to Progress, Achievement and Curriculum

#### **General Duties**

- Carry out a share of supervisory duties in accordance with published schedules.
- Fulfil the conditions of employment of school teachers as laid down in the Pay and Conditions Document
- Any other reasonable relevant duties requested by the Principal or Vice Principal.

#### **Personal Development**

- To keep up-to-date with new research and current practice.
- To regularly review own practice, set personal targets and take responsibility for own personal development.