



### Overall Purpose

- Teach the School's System of Training to students aged 16 – 19 years, occasionally younger
- Assist the Artistic Director in the daily scheduling and delivery of the artistic output at their site
- Be part of a collaborative artistic management team including the Artistic Director, Head of Outreach & Access and the Artistic Teacher & Programme Manager (White Lodge) which reviews and develops all artistic initiatives

### Summary of the Role / Person Specification

With a teaching timetable and management duties, you will play a pivotal role helping to shape and deliver the artistic programme. Drawing on your extensive experience as a classical ballet teacher and knowledge of the latest teaching methods, you will contribute to building upon our success and developing our systems of training for the next generation of dancers. As this is a new post, we are seeking someone with a flexible approach to balancing studio/management time along with the ability to articulate and promote the School's artistic vision and build upon and develop its world-renowned status.

### Contract Terms

Duration	Initially a 3 or 5 year contract, the first year bring probationary
Salary	Ballet Teacher salary £44,652 pa + £6,000 management allowance
Hours	Full-time during term time plus Summer School and other scheduled events / INSET
Location	Upper School, 46 Floral Street, Covent Garden, London WC2E 9DA

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**Reporting to:** Artistic Director

**Line Manages:** Covent Garden Artistic Teachers, Pianists and Physiotherapists

**Budgetary Responsibility:** TBC

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### Safeguarding Duties and Responsibilities

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. The following duties are expected of all staff:

- proactively ensuring the effective implementation of Child Protection and other related policies
- ensuring full compliance with all relevant statutory regulations such as ISI and NMS as well as all school policies, Health & Safety regulations etc.
- communicating effectively with all relevant stakeholders including colleagues, students, parents and outside agencies as appropriate.

**Main Duties** (*This list should be seen as illustrative rather than prescriptive*).

- Structure and teach classical ballet classes following the School's System of Training
- Support student's individual physical and mental welfare and development
- Keep the Artistic Director informed of any concerns relating to either students or artistic staff
- Participate in the selection and recruitment of students
- Supervise, chaperone and/or attend rehearsals and performances on and off site
- Produce student reports
- Liaise with the School's Medical team on student injury and rehabilitation
- Parent communication as required by the Artistic Director
- Maintain own CPD in line with current standards as well as new training techniques
- Assist the Artistic Director with
  - the daily artistic running of either the Upper School
  - day to day management of the Artistic team
  - arranging the timetable in liaison with relevant staff
  - coordinating guest teachers in liaison with the Executive Administrator
  - the selection of repertoire and performance content
  - the casting for performances
  - liaising with the Royal Ballet Companies on the use of students for performances
  - liaising with the Executive Administrator over the coordination of all artistic output e.g. events, performances etc.
  - contributing to the compilation of the whole school education and training programme: its quality, development, innovation as well as its proper implementation
  - contributing to the development of teacher training courses and CPD for artistic teachers
  - encouraging and promoting CPD for all artistic teachers
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

**Essential Criteria**

- Extensive professional experience as a classical ballet performer and teacher to students aged 11 to 19 years
- Proactive and flexible approach to work, willing to be involved in all areas of the School's dance initiatives
- Well-developed and up-to-date knowledge on classical ballet training
- Willing to review and progress dance education
- Excellent communication and listening skills, able to build effective relationships with students, staff and the wider dance community
- Able to establish a strong rapport with students, assert authority when needed and maintain appropriate boundaries
- Flexible approach to balancing studio/management time
- Able to articulate and promote the School's vision
- Motivated, stress resilient, working with utmost integrity at all times
- Highly organised and able to problem-solve
- Committed to theirs and their team's personal and professional development
- Empathy and commitment to the aims and ethos of the School

**Desirable Criteria**

- A dance teaching qualification endorsed by a recognised body or satisfactory teaching experience at a top international ballet school
- Knowledge of the Royal Ballet/Birmingham Royal Ballet repertoire
- Basic knowledge of MS Office products, or willing to undergo training
- Ability to produce concise written reports for parent and student communication.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*