



ROYAL  
BALLET  
SCHOOL

# Head of Dance

## OVERALL PURPOSE OF THE POST

The *Head of Dance* plays a pivotal role helping to support the Artistic Director to shape and deliver the artistic training programme and future success of the School.

## SUMMARY OF THE ROLE

The role supports the Artistic Director in utilising extensive experience to build upon our successes and by helping to progress our training programmes and School holistic approach for the next generation of dancers. The position requires an ability to articulate and promote the School's artistic vision and to further develop its world-renowned status.

The Head of Dance role is predominantly management, organisational and administrative. However, they may be called upon from time to time to teach, coach, or rehearse students, as required by the Artistic Director.

Management is exclusively aligned to the Artistic Department with broader knowledge and inclusion of all other School departments.

## CONTRACT TERMS

Salary: c£65,000 per annum

Hours: 40 hours per week

Location: Upper School, Covent Garden and White Lodge, Richmond Park

Annual Leave: 30 days per year

Key contacts: Artistic Director, Academic and Pastoral Principal, Artistic Managers, Artistic staff, Healthcare Manager

## SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognizes that safeguarding and promoting the

welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

## KEY RESPONSIBILITIES AND MAIN DUTIES

## Artistic Management

- Deputise Artistically in Artistic Director's absence
- Assist the Artistic Director in matters related to the artistic programme
- Provide exceptional team leadership during times of change and inspire all staff, and to ensure they are valued, supported and motivated in their roles
- Maintain healthy communication with Academic and Pastoral Principal and other departments
- Manage production
- Line manage and support Artistic Managers, Wardrobe Mistress' and Theatre Technician
- Maintain own Continuing Professional Development (CPD) in line with current standards as well as new training methodology

## Administrative and Artistic Responsibilities

- Assist in student selection including the School's National Preliminary Auditions
- Approval of all dance images/content for marketing purposes
- Assist the Artistic Director with production content, performances/event delivery

- Support the Artistic Team with day to day student matters
- Chair weekly meeting with Artistic Managers
- Parent communication as required by the Artistic Director & Academic and Pastoral Principal
- Support Artistic Director in managing and monitoring all staff in day to day operations of the school
- Work closely with the Executive and Senior Leadership teams in all respects.
- Overseeing safeguarding practice
- Creative innovative ideas to generate maximum income to facilitate the development of the school and commercial opportunities
- Ability and talent to maximise the opportunity of the students, charity and preserve the heritage of the school
- Any other duties that fall within reasonable scope of the role as required.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Well-developed and up-to-date knowledge on classical ballet training
- Proactive and flexible approach to work, willing to be involved in all areas of the school's dance initiatives
- Be able to take initiative in times of change and Director absence
- Be organised and have efficient planning methodology
- Experience of working in a school or training environment
- Clear evidence of excellent interpersonal skills, including relationship development
- Having a polite and approachable manner towards Staff, Students and Parents
- Tech savvy, with excellent communication skills across all channels
- Clear drive, motivation and appetite for achieving results
- An understanding of good governance and compliance practice for charities and/or schools
- Flexible approach to balancing studio/management time
- Committed to personal development and support their team's personal and professional development

- Experience of leadership amongst a multidisciplinary team
- A dance teaching qualification endorsed by a recognised body or satisfactory teaching experience at a top international ballet school
- Empathy and commitment to the aims and ethos of the School

## DESIRABLE CRITERIA

- Extensive professional experience as a classical ballet performer
- Knowledge of the Royal Ballet/Birmingham Royal Ballet repertoire.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.