



St Mary's School
CAMBRIDGE

DANCE COORDINATOR

St Mary's School
Bateman Street
Cambridge
CB2 1LY

T: 01223 353253

F: 01223 280254

stmaryscambridge.co.uk

St Mary's School Cambridge

St Mary's Ethos

St Mary's School, Cambridge is an independent day and boarding school for girls aged 4 to 18. We have a school role of approximately 650 pupils. A fifth of the girls are boarders. Reflecting the cosmopolitan community of Cambridge, 12% of students are from overseas, from 34 countries.

A Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within. We warmly welcome girls – and staff - of all Christian denominations and other faith and secular backgrounds to join our thriving community.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education: we provide renowned pastoral care, understanding and individual support which, coupled with dedicated academic learning opportunities, encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

This academic year, the School is celebrating its 120th anniversary year. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of just under 200 Mary Ward schools worldwide, presenting the possibility of exciting and innovative opportunities for our students.

Cambridge Location

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically and culturally vibrant city of Cambridge, with the Senior School and boarding house overlooking the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city with has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high-tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

School facilities

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub and our new boarding facility, Mary Ward House. We are investing in our playing fields through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with a city rowing club and Homerton College.

Digital Strategy at St Mary's

St Mary's is a digital school. Technology is a means of underpinning St Mary's core purpose and values. It supports the School in its goals through:

- Developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world
- Preparing students for their future by giving them the confidence to work in a digital environment
- Establishing creative teaching and learning environments
- Employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. This is further organised into an interactive learning and working platform through a system called CloudBase. All students in the Senior School and Sixth Form have access to an individual device - either an iPad or Chromebook. This is used in lessons and at home.

High Performance Learning at St Mary's

We empower all our students to aim high which is why we have chosen to become a High-Performance Learning (HPL) school. Academic year 2018-19 marks the second year of our HPL journey and there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. Some may take longer to reach high performance, but most are capable over time. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

HPL significantly improves student academic outcomes, creates students who have the values, attitudes and attributes that enable them to meet the challenges of adult life and enables school to achieve these outcomes consistently. HPL provides a shared philosophy and language for teaching and learning which smooths transition and enables professional collaboration.

Based on research from across cognitive psychology, gifted education and neuro-science, and on 30 years of practical experience of educators in over 16 countries, the HPL philosophy stems from the following key principles:

- High performance is an attainable target for everyone
- We can systematically teach students how to succeed in school
- The best schools produce students that are intellectually and socially confident, work-place and life-ready with a global outlook and a concern for others
- There are 20 generic characteristics which students need to develop if they are to be high performers in cognitive domains (ACPs) and 10 values, attitudes and attributes (VAAs) that develop the wider learner dispositions needed for cognitive and lifetime success

- Schools can only become really strong by fostering a professional community of practice among their educators

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

St Mary's Community

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing and yet ambitious for the young women in our care enabling strong progress to next steps at university, the world of work or a GAP year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated: we are a very close-knit, loving, joyful and purposeful community

Job Description

Job Title:	Dance Coordinator
Accountable to:	As a member of the teaching staff, the Dance Coordinator is ultimately accountable to the Headmistress through the Assistant Head Co-Curricular. Day to day reporting will be to the Assistant Head Co-Curricular.
Key Relationships:	Head of Juniors; Head of PE; Head of Drama; Co-Curricular Coordinator; Scholars Officer
Background:	Created in September 2013, the Dance Coordinator role has a broad ambition. To date, this role has been created and undertaken by an external dance teacher, but it has been recognised that St Mary's needs a dedicated member of staff onsite to develop and deliver this role to its full potential.
Role:	The successful candidate in this role will be a part-time, employed, member of staff. Actual working hours could be arranged flexibly. Including the delivery of classes, we estimate that the hours would be approx. 14 hours a week, possibly rising to 20 hours per week, of which approximately half would be delivering dance teaching or working directly with students.

Key Responsibilities

- Deliver and promote dance excellence in both Junior and Senior schools.
- Conceiving, arranging, communicating and delivering the dance programme extra-curricular classes as provide balance across the school and as are desired for the current cohort of students – i.e. the content is subject to change.
- Maintaining, developing and delivering curricular dance classes in the Junior School to assessment level. Arranging teachers, designing assessments, writing reports and producing a presentation to parents.

- Selection and mentoring of dance scholars within the Senior School. Liaison with the Scholars Officer to improve understanding of the achievements of dance scholars, and for them to feel included as part of the ‘scholar body’.
- Preparation of the biennial Dance Showcase.
- Delivering dance classes to year 7 and/or year 10 extra-curricular rotation (or elsewhere as needed).
- Delivering dance as a subject when required for those with the relevant GCSE PE option (with the possibility that Dance as a GCSE could be offered by St Mary’s in the future).
- Recruitment of and liaison with external dance specialists or coaches as necessary.
- Working with the schools’ Lighting and Drama Technician, familiarisation and operational use of the lighting/music desk to support both dance and school productions.
- Liaison with parents, student and staff as necessary in order to promote the educational value of dance taught throughout the school.

General responsibilities

- Build and maintain good working relationships with all colleagues at St Mary’s
- Work at all times towards the aims and goals of St Mary’s and any individual objectives and targets you may have agreed
- Pro-actively to identify areas for improvements at St Mary’s
- Act in accordance with Data Protection principles at all times
- Adhere at all times to St Mary’s Operational and Employment policies and procedures
- Take responsibility for own health and safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Person Specification

	ESSENTIAL	DESIRABLE
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> • Be either ‘dance educated’ to Registered Teacher status with a national dance organisation OR have a PGCE with dance as a specialisation and hold ballet & one other subject at Intermediate standard as a dancer themselves 	<ul style="list-style-type: none"> • If you do not have a PGCE, be educated to Bachelor’s degree level (or equivalent) in any subject
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Be a multi-disciplinary dance teacher – i.e. able to teach at least 2 genres of dance. • Have a proven record of teaching (exam results/references etc.) for a minimum of 3 years 	<ul style="list-style-type: none"> • Proven commitment to CPD during the last 3 years • Experience assessing exam, competition or

	<ul style="list-style-type: none"> • Experience of staging or assisting in the staging of dance or drama shows • Experience of Junior level dance 	<p>audition candidates</p> <ul style="list-style-type: none"> • Experience teaching in a school context as well privately
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Proven organisational skills • IT skills in Excel, Word, Email and Publisher/Powerpoint or alternative • Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience. • Able to maintain confidentiality 	<ul style="list-style-type: none"> • Experience in scheduling & pricing classes • Able to create posters and timetable leaflets or other materials
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Professional • Conscientious • Dedicated and reliable • Calm under pressure • Commitment to St Mary's values and aims • Able to develop rapport with students of all ages, that is mutually respectful, inspiring 	

Terms and Conditions

The post is part-time, working 14 hours per week term time only. The working hours for the administration side of this position are flexible; the remaining 7 hours are teaching hours so are dictated by the school and dance timetables. Candidates will be required to teach until 6pm one or two nights a week. The successful candidate would be able to teach in the evenings privately – providing there is no conflict. The salary for this post is £14.92 per hour.

Benefits

- 25 days holiday plus Bank Holidays. As this position is term-time only, holidays cannot be taken during school term. Instead the equivalent will be added to your salary.
- Contributory pension scheme
- Fee remission of 33% for staff (pro rata for part-time staff) with a daughter at the School. This is in accordance with the School's policy which may be subject to change
- Free school lunch
- Cycle to work scheme
- Childcare voucher scheme

Applications

The closing date for applications is 9am on Friday 23rd August 2019. Interviews will be held during the week commence shortly after. As part of the interview process, candidates will be expected to submit a video of their teaching.

We are all members of one community and must therefore endeavour, at all times, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspirations, capabilities, interests and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes and professional behaviours.

You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The five outcomes of Every Child Matters Agenda are central to the way you carry out your responsibilities – these are developing students' awareness of:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.