

# LIPA

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

LIPA  
4-19  
ACADEMY

## Job Description

<b>Job Title</b>	Dance Teacher
<b>Salary Scale</b>	LIPA 4-19 Scale - £25.59 per hour or £29.86 per hour for advanced class (inclusive of holiday pay)
<b>Department</b>	LIPA 4-19 Academy
<b>Responsible To</b>	LIPA 4-19 Programme Leader
<b>Responsible For</b>	No subordinate staff
<b>Number in Post</b>	Varies
<b>Date Drafted</b>	July 2021

### Job Purpose

To provide LIPA 4:19 with leading edge expertise in the area of dance and training youths to required standards, preparing them for productions and performances.

### Major Tasks

1. Deliver teaching sessions to students of different ages (between 7-19 years).
2. Where necessary, to offer individual coaching and advice to students in the area of dance.
3. Work towards and prepare dance pieces for students for their end of year production.
4. Prepare and enter students for their dance examinations.
5. Duties common to all LIPA staff.

Job Activities
<p><b>Major Task 1 - Deliver Teaching Sessions</b></p>
<ol style="list-style-type: none"> <li>1. Prepare sessions to ensure an exciting variety of dance tuition for students of the LIPA 4:19 Academy, including street jazz, musical theatre, contemporary and modern dance.</li> <li>2. Follow the LIPA 4-19 curriculum.</li> <li>3. Arrange dance pieces, directing students as appropriate.</li> <li>4. Correct dance technique, where necessary.</li> <li>5. Provide dance interpretation and presentation skills.</li> </ol>
<p><b>Major Task 2 - Individual Coaching and Advice</b></p>
<ol style="list-style-type: none"> <li>1. Coach individual students in improving their dance technique.</li> <li>2. Give advice/guidance to students within the area of dance on: <ul style="list-style-type: none"> <li>• Physical and special awareness.</li> <li>• Musicality (rhythm, feel etc).</li> <li>• Use of body to express artistic ideas.</li> <li>• Choreography skills.</li> <li>• Knowledge of dance theory and terminology.</li> </ul> </li> </ol>
<p><b>Major Task 3 - Preparation of Dance Pieces for Term Productions</b></p>
<ol style="list-style-type: none"> <li>1. Select appropriate dances according to student capability.</li> <li>2. Arrange dance pieces for professional productions.</li> <li>3. Support acting and singing tutors in terms of bringing movement skills to the other disciplines.</li> <li>4. Work with other staff to co-ordinate the term productions in terms of presentation, administrative/operational requirements.</li> <li>5. Co-ordinate the dance students during productions.</li> </ol>
<p><b>Major Task 4 – Prepare &amp; Enter students for dance examinations</b></p>
<ol style="list-style-type: none"> <li>1. Undertakes organisational and administrative duties associated with the teaching responsibilities of the post.</li> </ol>

2. To communicate clearly and in a professional manner with all parent and guardians of the students, staff and the public

### **Major Task 5 – Common Duties**

1. Works flexibly, including contributing to LIPA 4-19 work projects of a general nature and providing cover for other staff.
2. Participates in staff appraisals and training programmes as required.
3. Carries out duties at all times with due regard to Equality and Diversity, Health and Safety and other LIPA 4-19 policies as agreed and revised from time to time.

### **Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

### **Location:**

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

### **Hours:**

The actual teaching sessions will be 3 hours long, on Saturdays (although you will be expected to arrive in good time to collect or register your classes). Specialist classes are held on weekday evenings. The Saturday sessions will run from 9.30am-1pm, and 2:00-5:30pm. Ideally, we are looking for teachers to teach either a morning or afternoon session, however dependent on applicants' availability and LIPA's needs at the time negotiation will be possible over the hours worked.

Periodically meetings may need to be held in order to plan and inform staff working on the Programme. In these instances, we will ensure you receive payment for your attendance at an appropriate rate.

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## Person Specification for the post of Dance Teacher (LIPA 4:19)

		To be identified by:
<b>Education and Qualifications:</b>		
Professional dance qualification from a recognised institution	Desirable	Application Form /Certificates
<b>Experience / Knowledge:</b>		
Professional dance experience with the emphasis of performance	Essential	Application Form/ Interview
Experience and understanding of a large variety of dance techniques including show, street and physical theatre	Essential	Application Form/ Interview
Experience of choreography of dance for productions	Essential	Application Form/ Interview
Musical Theatre experience	Desirable	Application Form/ Interview
Workshop leadership experience	Essential	Application Form / Interview
Experience of working with young people in a teaching environment	Essential	Application Form / Interview
<b>Skills and Ability:</b>		
Innovative, creative and adaptable	Essential	Interview
Ability to work well in a team	Essential	Interview
Enjoy working with young people	Essential	Interview
<b>Commitment:</b>		
To Equality and Diversity Policies and Practice	Essential	Interview
To the provision of a high level of service to the customers of the Academy	Essential	Interview
Enthusiasm and flexibility	Essential	Interview

