

JOB PROFILE	
Company:	Italia Conti
Department:	Musical Theatre & Dance
Role:	Deputy Head of Dance (Musical Theatre Courses)
Reporting to:	Head of Dance
Direct reports:	Salaried and Sessional Tutors Jazz, Tap & Commercial
Location:	Victoria Place, Woking
Salary Band:	Band C

ROLE SUMMARY

The Deputy Head of Dance (Musical Theatre Courses) will work closely with the Head of Dance to lead a teaching team delivering cross-curricular dance training at Italia Conti, with a particular focus on the Musical Theatre Courses. Musical Theatre Courses currently delivered include BA Musical Theatre, FDA Musical Theatre, Level 6 Trinity Diploma Professional Musical Theatre and CertHE Musical Theatre Performance.

This role will have *institution-wide* vocational oversight over Jazz, Tap and Commercial across all courses. The Deputy Head of Dance (Musical Theatre Courses), in role as line manager, works particularly closely with the substantive and sessional tutors for Jazz, Tap and Commercial to ensure all students at Italia Conti receive excellent and inspiring dance training on all Italia Conti courses.

Working from our brand-new site in Woking, the postholder will be instrumental in ensuring the quality, standards and creative direction of dance within the curriculum.

The postholder will have responsibility for managing a proportion of the team teachers, and for working closely with the Head of School, Deputy Head of School, and Head of Dance to facilitate the student experience and quality of teaching, content and material delivered, and for supporting the students throughout their study.

The postholder may take on Head of Year duties as designated by the Course Leadership team.

KEY ACTIVITIES

- Acting as an ambassador for Dance both within the organisation, and externally, working to raise standards through quality exercises and internal development measures and by the management of specialist outreach initiatives.
- Supporting the recruitment, induction, and development of teachers in Dance and Musical Theatre and line-managing various salaried Tutors. Representing these specialist tutors and having oversight of their workload, ensuring an appropriate and consistent range of teaching skill is deployed, as required, to courses.
- Ensuring that the coverage of teaching and learning is being met by specialist teachers and that student progression is tracked from entry to graduation in the area of Dance and Musical Theatre.
- Leading on the observation of specialist teachers and conducting the necessary quality processes to ensure a high standard of delivery in Dance.

- Teaching a contingent of classes, which may include acting as Choreographer/Creative for a selection of productions and performances throughout the year.
- Designing suitable schemes of work that can be threaded throughout the student journey as a 3–4-year training plan to be able to meet an expectation of being able to deliver on exceptional skills targets by graduation.
- Working as a part of a team to track student progression within the discipline of Dance throughout the learning journey, using the skills syllabus/practical development plan.
- Providing advice, knowledge, and assistance within the organisation in relation to Dance and recent trends in the genre.
- Completing reports when required for the development of specialist skills within courses and year groups, applicable to the students' development relative to Dance.
- Delivering teaching and/or choreography in accordance with the requirements of the appropriate courses/programmes.
- Assisting in a range of performing activities, including auditions, performances, concerts, outreach, masterclasses, workshops, and outside engagements.
- Undertaking the role of Year Tutor for an allocated group of students and engaging in weekly meetings to support the students in their studies.
- Taking on responsibility for module leadership as designated by the relevant Course Leader and overseeing full-time/sessional staff with Module Leadership responsibility within the discipline.
- In consultation with the Head of School, undertaking assessment tasks designed to support students to achieve the learning outcomes specific to the module or scheme of work.
- Assessing students in reflection of their own taught classes and assessment tasks and activities.
- Implementing, overseeing and/or moderating cross school cumulative and summative assessment in relation to dance disciplines and the courses delivered in the School of Musical Theatre and Dance.
- Collating and providing assessment feedback sheets and reports in reflection of students' own assessments as and when required.
- Participating in relevant meetings when required.
- Co-ordinating the supply of marks and feedback to the programme co-ordinator as necessary.
- Contributing to all documentation required through validation or accreditation processes.
- Keeping abreast of current movements in specific areas and ensuring the relevance and contemporaneity of the provision.
- Engaging and supporting in staff development activity in teaching, practice, and safeguarding/welfare.

- Participating in alumnx engagement initiatives and taking an active role in monitoring the destinations of leavers.
- Acting as Head of Year, where designated, and in this capacity specifically maintaining contact with all students including providing information on student support access, information, and scheduling regular tutorials, managing the Support to Study (Fitness to Train) procedures, and organising and attending additional meetings and tutorials where there may be welfare concerns.
- Contributing to recruitment, selection, and admission processes as necessary, including audition panels.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • Educated to level 6 in the performing arts or related discipline, or commensurate professional experience in the Performing Arts Industry. • Teaching qualification or referenced specialist teaching experience in a specialised Performing Arts institution • Evidence of continuing professional development. 	
Knowledge/Skills	<ul style="list-style-type: none"> • Extensive knowledge of current professional practice in Dance, particularly in relation to Musical Theatre. • Extensive knowledge of industry expectations of a graduate in Dance, particularly in relation to Musical Theatre. • Excellent influencing and communication skills and an open and collaborative style. • Knowledge of teaching and learning strategies. • Knowledge of assessment points. • Personal integrity and high standards for self and others. 	

	<ul style="list-style-type: none"> • Knowledge of the curriculum and course structures for degrees and diplomas, the National Qualification, and the professional accrediting bodies. • Understanding of the requirements of the QAA Quality Code • Understanding of equality legislation 	
Experience	<ul style="list-style-type: none"> • Professional experience as performer or a creative for Dance and Musical Theatre productions within the performing arts industry. • Previous demonstrable commitment to student success and staff development with evidence of the successful delivery of new and innovative approaches to methods of teaching and learning. • Experience of undertaking administrative duties and of leading a team of freelance creatives and teachers in an HE/FE context. 	<ul style="list-style-type: none"> • Experience of delivering or participating in widening participation activities and outreach events.
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from Italia Conti's strategies.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected. There will be an occasional need to undertake business travel within London and across the UK in the course of undertaking outreach activity for Italia Conti.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p>		