Position Description

Methodist Ladies’ College

Primary Purpose:
To co-ordinate or manage the MLC Gymnastics Dance program and teach dance.

Position in context:
MLC Gymnastics is the leading school-based program for Women’s Gymnastics in Victoria. It is comprised of over 900 athletes (both MLC students and external students) who participate in a range of Gymnastics Sports (including Cheer and Dance) related activities. As a school based program, it is essential that all employees understand the policy of the College as this also underpins the Gymnastics Program. It is important for the success of MLC Gymnastics that all staff view themselves as part of a team and, whilst they fulfill a specific role, they should also accept responsibility for all aspects of the program.

Key Contacts

Direct Reports
  Dance Teachers

Internal
  MLC Gymnastics Manager
  Program Managers
  Bookkeepers
  Administration Assistant
  Other Intensive Sport Program staff
  PE teachers
  Other College Departments

External
  Parents
  Students
  Southern Federation of Dance
**Major Duties and Responsibilities**

The Dance Program Coordinator will be responsible for:

- Co-ordinating the Dance Program curriculum
- Teaching dance classes
- Recruitment and appraisal of dance teachers. (This is In conjunction with the MLC Gymnastics Manager)
- Organising all exams/workshops/competitions schedules
- Organise the annual Dance Concert
- Liaising with parents

**Freedom to Act / Autonomy:**

The Coordinator will work with a fair degree of autonomy. Supervision occurring on a routine basis via the process of the reports system to the Gymnastics Manager. He/she is required to use discretion, exercise initiative and be able to problem solve.

**Person Specification**

*Essential Criteria* (skills, qualifications, knowledge and experience)

- Experience working with children aged 5+
- Ability to coordinate staff and students
- Clear and effective communication and organisational skills
- Budget preparation and management skills
- Competent computer skills particularly Microsoft Office Word, Excel and Outlook (Photoshop would be beneficial)
- Ability to work with a high degree of initiative both independently and as part of a team
- Dance experience and relevant qualifications
- Current First Aid qualification

This role is a casual position with regular hours each week. The majority of these hours are required for administration during term time but include hours for teaching as required. The allocated administration time will vary from year to year dependent on participation numbers and will be finalised early each calendar year. It is anticipated that the hours will be spread throughout the term and include a required component of teaching and/or being available to observe during other class times. This is to be negotiated with the MLC Gymnastics Manager.

**Itemised Task List:**

- Coordinate and direct the MLC Dance Program
- Teach dance classes
- Work effectively with the management team to ensure the key programs are linked i.e. Dance, Cheer and Gymnastics
- In conjunction with the Bookkeepers and Administration Assistant, coordinate the Dance Program enrolment process
- Liaise with the Bookkeepers to ensure invoicing is sent out as per the specified dates
- Assist management staff with special events such as House and Inter School sport and displays

**Task Specification**

- Oversee, plan, teach, and develop the Dance Program curriculum
- Communicate with parents regarding all enrolments for the Dance Program
• Organise class schedules for Dance in conjunction with the Venue Coordinator and the Gymnastics Managers.
• Be responsible for the placement and review of all student development.
• Plan and maintain the Dance budget within the guidelines set out by the MLC Gymnastics Manager.
• Market the Dance Program within MLC Gymnastics, the College and externally.
• In conjunction with the Dance Program, coordinate the annual Dance Concert including all venue, choreography, volunteers, lighting, props and ordering of costumes.
• In conjunction with other program staff, coordinate the Dance Holiday Programs.
• Arrange for students to be entered into relevant exams and competitions.
• Attend exams/competitions where College and/or Club athletes are participating.

Communication
• Ensure communication with dancers parents via:
  a. Email
  b. Dance notices on Dance Notice Board
  c. Termly newsletters
  d. Parent information evenings
• Liaise with the Dance Teachers regarding all aspects of the Dance program.
• Attend annual staff meetings as set, and administration team meetings where required.
• Liaise with parents and address their queries.
• Ensure a reporting process is provided to all dancers’ parents on a term by term basis.
• Communicate with school staff regarding information days, assemblies, newsletters, events.
• Write a monthly newsletter.
• Ensure that the Dance webpage on MLC Gymnastics’ website reflects current and up to date information.
• Ensure that all communication with staff and the wider community is handled in a professional and pleasant manner at all times.
• Ensure reports (including medical), program goals and any concerns are communicated to the MLC Gymnastics Manager in a timely, efficient and effective manner.

General
• Foster and support the philosophy of MLC Gymnastics.
• Be committed to work with all staff as a team to achieve the aims of MLC Gymnastics.
• Promote the Dance Program (and MLC Gymnastics) through knowledge of what we offer and in a pleasant manner at all times.
• Follow the MLC Gymnastics procedures for all aspects of management.
• Hold and maintain a First Aid/CPR and Anaphylaxis accreditation.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks & Working with Children Checks. This position description is the property of Methodist Ladies’ College and is intended for candidates’ and employees’ use only. It cannot be reproduced without College permission.