MOTUEKA HIGH SCHOOL

JOB DESCRIPTION: DANCE TEACHER

SCHOOL MISSION STATEMENT:

To prepare our young people to take their place in the world.

RESPONSIBLE TO:

1 The appointee is ultimately responsible to the Principal in all professional and administrative matters.

2 The appointee is directly responsible as the Teacher of Dance for all professional and administrative matters pertaining to the performance of the responsibilities as outlined below.

3 The appointee is directly responsible to the Principal.

RESPONSIBLE FOR:

1 Preparing and delivering lessons based on the outlines given in the Department Scheme.

2 Evaluating student progress regularly and consistently according to instructions developed by the TIC Dance or as outlined in the Dance Department Scheme.

3 Reporting student progress as the TIC Dance to students and parents in the form of an oral or written communication (as and when required). Quite detailed reports will be expected at senior level. To consult the appropriate Dean if there is cause for concern regarding the progress or attendance of a student.

4 Participating in administrative tasks as appropriate including meetings with the TIC Drama.

5 Creating a classroom climate conducive to learning and assuming responsibility for the correction of minor classroom offences of students; consulting the Principal/Deans for advice if and when necessary, and ultimately referring the student to the Dean if such a student's behaviour remains a cause for concern after initial steps for correction have been undertaken. (NB: See additional guidelines under Guidance, Welfare and Discipline in Teachers Handbook).

6 Assuming extra duties as required for the maintenance and organisation of the Department and its specialist facilities.

7 Managing the budget allocated to Dance and applicable resources.

8 Establishing and maintaining effective working relationships with the staff of the school.

9 Contributing towards effective function of the school operation, including the school's relationships with the parents and the wider community, and the school's co-curricular programme.

10 Meeting the appropriate professional standards as detailed in the Secondary Teachers' Collective Employment Contract and to be appraised against these.

Employee:_____ **Date:**_____

On Behalf of BOT:_____ **Date:**_____