



# Position Description

## Dance Coach

**OMNIA SUPERAT DILIGENTIA**  
DILIGENCE OVERCOMES ALL  
OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

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Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

### *Our Purpose*

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Opening doors for a brilliant future.

### *Our Goals*

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**World Ready:** We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

**Future Focused:** We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

**True Belonging:** We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

**Destination School:** We leverage our unique place and space as a premier destination for learning and work.

**New Momentum:** We continue our legacy by making smart, resilient investments in our future.

### *Our Values*

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- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

### *Location*

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Address:	82 Chermside Road EAST IPSWICH QLD 4305
Telephone:	+61 7 3454 4447
Facsimile:	+61 7 3454 4480
Email:	<a href="mailto:principal@iggs.qld.edu.au">principal@iggs.qld.edu.au</a>
Website:	<a href="http://www.iggs.qld.edu.au">http://www.iggs.qld.edu.au</a>

<i><b>THE ROLE</b></i>	
<b>Position Title:</b>	Cocurricular Dance Coach
<b>Department:</b>	Cocurricular Arts
<b>Reports to:</b>	Director of Cocurricular Arts
<b>Classification:</b>	Service Agreement
<b>Hours:</b>	Weekly group dance troupe rehearsals

### ***Your Opportunity***

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The purpose of the Dance Coach's focus is to provide instruction to beginner, intermediate and/or advanced dance troupes at Ipswich Girls' and Junior Grammar School (part of the Co-Curricular Dance Program), as required by the Director of Co-curricular Arts and the Dance Director.

As the Dance Coach you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system
- Comply with school policies as outlined in the Staff Handbook.

### ***Your Role***

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#### **Core responsibilities of a Dance Coach**

- Monitoring, evaluating and reporting on dance troupe progress
- Maintaining accurate records of dance troupe progress and student attendance
- Fostering a supportive Co-Curricular Dance climate which enhances student growth and confidence
- Attendance at Co-curricular Arts meetings and other scheduled meetings as required
- Prepare dance troupes for performance presentations throughout the year e.g. Assemblies, Open Day, Dance Eisteddfods, Dance Showcase concerts and various performances in the wider community

#### **Key qualities of a Dance Coach**

- Willingness to support the values and aims of the School
- Ability to promote an environment of dynamic, active and challenging dance instruction within the Co-curricular Arts program at this school, in particular the Co-Curricular Dance Program
- Willingness to support quality Co-curricular Arts program development
- Fulfil, in a professional manner, the tasks assigned by the Director of Co-Curricular Arts and Dance Director
- Prepare and submit Dance Pocket recommendations, when required, to the Dance Director
- Be creative, innovative and always aware of new trends in dance instruction and programs
- Ability to develop effective working relationships and rapport with students and staff, upholding the shared vision of the Co-Curricular Arts Department
- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action and communication
- Ability to use a wide range of teaching and directing strategies to cater for diverse learning needs and to effectively monitor student and dance troupe progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Willingness to support the development of the annual dance performance calendar including school and wider-community performances
- Willingness to participate in Co-curricular Arts activities of the school
- Excellent organisational skills
- Willingness and ability to use technology for teaching and communication

### Specific attributes

- Expertise in directing all levels of dance student and troupe
- Expertise in, and an ability to, incorporate various contemporary and classical skills and techniques into Co-Curricular Dance program development
- Expertise in implementing and teaching original choreography to all dance students and troupes ranging in technical ability, as directed by the Dance Director
- Support and assist the development and implementation of the school's evolving Co-Curricular Arts Program

### Specific Skills

- Management of dance learning environments
- Knowledge of directing a variety of dance genres would be required

## *Occupational Health and Safety*

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All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

## *Formal Qualifications*

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Teaching qualifications in Dance, from a recognised university or college

## *Essential Requirements*

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Eligibility for blue card and/or registration with the Queensland College of Teachers

## *Selection Criteria*

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Outlined below are the criteria that will be considered in the appointment of a Dance Coach:

1. Demonstrated skills and experience in teaching dance to students in group situations.
2. Capacity to integrate technology into effective co-curricular teaching practice.
3. Ability to plan and deliver engaging dance lessons that maximise learning outcomes for students with diverse learning needs, interests and varying levels of ability
4. Demonstrate highly effective communication skills in both speaking and writing, and highly developed interpersonal, and human-relations skills in the context of relating to staff, students and parents
5. Demonstrate an ability to work collaboratively and be an effective team member

**Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.**

## *Blue Card*

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Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

## *Final Statement*

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The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

## *Authorisation*

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I hereby agree that this Position Description accurately reflects my work requirements.

**Employee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Director of  
People & Culture**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date