

## JOB DESCRIPTION

<b>POST:</b>	NSCD Outreach Officer (Dance)
<b>REPORTING TO:</b>	Head of Learning and Participation/Learning & Participation Coordinator
<b>OTHER WORKING RELATIONSHIPS:</b>	Access and Participation Manager/CAT Manager/ Strategic Relationship Manager

### MAIN PURPOSE OF POST:

The NSCD Outreach Officer will play a key role in delivering impactful dance programmes across Yorkshire and Humber. Working closely with the Head of Learning and Participation and the Learning and Participation Coordinator, this role will engage children, young people, and adults from diverse backgrounds and skill levels, both at NSCD and within schools and community settings. This position includes involvement in multiple outreach initiatives such as Learning and Participation (L&P), NSCD+, Centre for Advanced Training (CAT), and Access and Participation programmes (APP).

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### Key Responsibilities

#### Teaching Duties

- **Plan and Deliver Classes:** Lead dance workshops and classes for students of various age groups and skill levels, scheduled during daytime, evenings, and weekends.
- **Curriculum Development:** Create a high-quality, inclusive dance curriculum with clear objectives and evaluation points, ensuring programmes are dynamic, engaging, and accessible for all students.
- **Inspire and Motivate:** Develop activities that encourage creativity and growth, fostering a welcoming and positive learning environment for diverse student groups.
- **Pastoral Support:** Provide students with emotional and developmental support, fostering their personal growth and addressing their wellbeing needs.
- **Cover Teaching:** Step in as a cover teacher as needed, maintaining consistent programme delivery across all sessions.

#### Outreach and Community Engagement

- **Annual Outreach Plan:** Aid in the design and implementation an annual outreach plan aligned with NSCD's Access and Participation goals.
- **Build Partnerships:** Establish and maintain relationships with schools, colleges, and community organisations to support the effective delivery of outreach activities to target audiences.
- **Mentorship and CPD:** Offer occasional CPD and mentoring opportunities and contribute to outreach programmes that enhance professional growth.

## NORTHERN SCHOOL OF CONTEMPORARY DANCE

### Departmental Support and Project Coordination

- **Departmental Operations:** Assist in daily operations to ensure seamless department function.
- **Project Planning:** Support the development and coordination of projects, including workshops, performances, and artist engagements that enrich the core curriculum.
- **Event Coordination:** Organise and assist with events, such as term-end sharings and year-end showcases, to highlight students' progress.
- **Parent and Student Communication:** Maintain consistent and open communication with parents and students regarding programme activities, updates, and events.
- **Collaborative Marketing Efforts:** Partner with the Marketing team to create promotional materials that represent and elevate NSCD's L&P programmes.

### Administrative Responsibilities

- **Manage Enquiries:** Handle class enquiries, maintaining effective communication channels with students and parents.
- **Data Management:** Track data and consent form submissions, ensuring all records are accurate and up-to-date.
- **Communication Distribution:** Prepare and send termly newsletters and letters to keep parents and students informed.

### Project and Event Support

- **Programme Delivery:** Contribute to delivering key annual events and projects, including:
  - Audition Toolkit
  - Community Dance Platform
  - Easter & Summer Intensives
  - Annual Showcases

### Evaluation and Programme Development

- **Evaluate Effectiveness:** Aid in the assessment of the effectiveness of access and recruitment strategies in line with NSCD's Access & Participation Plan.
- **Track Student Progression:** Monitor student achievements and transitions, ensuring students' developmental milestones align with NSCD's objectives.
- **Ensure Quality Standards:** Collaborate with L&P staff to uphold high-quality standards in programmes, enhancing student and parent experiences.
- **Profile Raising:** Support the promotion of NSCD's outreach initiatives by contributing content for publicity materials, digital channels, and community outreach.

## NORTHERN SCHOOL OF CONTEMPORARY DANCE

### Additional Responsibilities

- **Safeguarding and Compliance:** Act as Deputy Safeguarding Officer, Licensed Chaperone, Registered First Aider, and Fire Warden.
- **Evening and Weekend Supervision:** Serve as the responsible adult for classes held outside regular hours.
- **Professional Development:** Stay informed about best practices in dance education, career pathways, and student finance procedures.
- **Sector Representation:** Attend sector events and meetings, representing NSCD's interests and establishing connections with relevant organisations.
- **Travel and Event Attendance:** Be prepared to travel nationally and attend events outside standard working hours.

### General Expectations

- **Commit to Development:** Engage in professional development as needed to advance skills relevant to the role.
- **Uphold Policies:** Adhere to NSCD's policies, including Health and Safety, Equal Opportunities, and Data Protection.
- **Support Quality Assurance:** Actively contribute to the implementation and maintenance of NSCD's Quality Assurance systems.
- **Promote Inclusivity:** Foster an inclusive, diverse, and supportive environment in all outreach activities and internal processes.

NORTHERN SCHOOL OF CONTEMPORARY DANCE

**Person Specification – NSCD Outreach Officer (Dance)**

The person specification outlines the skills, experience, knowledge, and personal qualities needed to perform this role effectively. Both paid and unpaid experience are valued.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education Qualifications</b>	<ul style="list-style-type: none"> <li>Professional training at conservative, degree level or equivalent training in contemporary dance.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in dance education or youth dance, coupled with relevant teaching qualifications or experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated creative and innovative approach to delivering dance technique to a variety of ages and abilities, including students with limited experience as well as those with exceptional talent.</li> <li>Experienced in working with young dancers of diverse abilities, with a strong grasp of their developmental and training needs.</li> <li>Experience working with people from a range of social and cultural backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>In-depth knowledge of youth and community dance environments, including understanding of student support needs and how to meet them effectively.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>Ability to accurately maintain, analyse, and interpret data to monitor and support the programme.</li> <li>Excellent written, verbal, and numeracy skills, with an emphasis on effective report writing and clear communication.</li> <li>Strong organisational skills, with the ability to meet deadlines and manage a varied workload, adapting to changing priorities.</li> <li>Demonstrated commitment to delivering a high-quality, customer-focused service.</li> <li>Proven interpersonal and communication skills, with a patient and considerate approach suited to providing student support and pastoral care.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in multi-disciplinary work across different arts or educational fields.</li> </ul>
<b>Personal requirements</b>	<ul style="list-style-type: none"> <li>Commitment to being part of a dedicated and enthusiastic small team.</li> <li>Flexibility to work outside regular hours, including evenings and weekends.</li> <li>Willingness to undertake necessary training, including First Aid.</li> <li>Successful completion of DBS checks prior to commencing the role.</li> </ul>	<ul style="list-style-type: none"> <li>Current driver licence and access to a vehicle.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Demonstrable knowledge, skills, and experience in safeguarding when working with students and vulnerable adults.</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding Qualification</li> </ul>

## NORTHERN SCHOOL OF CONTEMPORARY DANCE

### Terms and conditions

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

<b>Place of employment:</b>	NSCD, 98 Chapeltown Road, Leeds LS7 4BH.
<b>Hours of work:</b>	29.6 hours per week (0.8FTE). * We are open to job share opportunities within this role*
<b>Remuneration:</b>	£22,324 to £22,823 pro rata £17,860 – £18,259
<b>Contract:</b>	2-year fixed term post (in the first instance)
<b>Probation:</b>	6 months
<b>Leave entitlement:</b>	25 days holiday (pro rata) plus 8 bank holidays (pro rata) and up to 3 discretionary days between Christmas and New Year
<b>Period of notice:</b>	1 month on either side
<b>Pension:</b>	Local Government Pension Scheme available (West Yorkshire Pension Scheme)
<b>Other benefits:</b>	Staff training and development opportunities. Free or reduced-price tickets for Riley Theatre schools' performances;

### Equal Opportunities

The School is committed to providing non-discriminatory and harassment-free working environment for our employees. All School employees are expected to have due regard for those policies when carrying out their duties.

### Equality, Diversity and Inclusion

NSCD believes that diversity and a diverse workforce is critical to its future development. As an equal opportunities employer we actively encourage interest from suitably qualified and eligible candidates regardless of sex, age, race, cultural background, disability, sexual orientation, gender identity, religion or belief.

### Safeguarding

NSCD follows Safeguarding provision and all staff require a full DBS check. NSCD is committed to safeguarding and promoting the welfare of students and vulnerable adults and expects all staff and volunteers to share in this commitment.

### Health and Safety

All employees will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health and Safety policy/local rules/codes of practice relating to Health and Safety.

### Environment & Sustainability

Northern School of Contemporary Dance recognises and is aware of its Social, Economic and Environmental responsibilities, the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU's Environment and Sustainability Policy.

**NSCD Outreach Officer – November 2024**