St Margaret's Berwick Grammar

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St Margaret's Berwick Grammar

Position Description

Title:	Dance and School Productions Teacher
Faculty:	**Performing Arts – Artistry**
Campus:	**Berwick and Officer Campuses**
Reports to:	Director of Music
Employment:	**Teaching position with designated co-curricular and production responsibilities**
FTE:	0.6 FTE

Purpose of the Role:

The Dance and School Productions Teacher is responsible for providing creative, educational and organisational leadership across the School's co-curricular Dance and Drama programs, while contributing to the successful delivery of major school productions and performance opportunities.

The position plays a significant role in fostering a vibrant, inclusive and dynamic Performing Arts culture at St Margaret's Berwick Grammar, providing students with opportunities to develop their artistic skills, confidence, creativity, collaboration and performance experience.

Working collaboratively with the Performing Arts Faculty, the successful applicant will coordinate the School's co-curricular Dance and Drama programs, teach the Year 9 and Year 10 Dance elective classes, and contribute as a key member of the creative team for the annual Senior School Musical, with particular responsibility for choreography, dance direction and movement.

The role requires an enthusiastic and highly organised educator with demonstrated expertise in Dance education, choreography, musical theatre and student engagement, together with a commitment to fostering artistic excellence and broad student participation.

Key Responsibilities:

Co-Curricular Dance Program

- Lead, coordinate and develop the School's co-curricular Dance Program across the Junior and Senior Schools.
- Plan and implement a comprehensive annual program of dance activities, rehearsals, performances, competitions and enrichment opportunities.
- Coordinate dance ensembles and performance groups, ensuring opportunities are available for students across a range of abilities, experience levels and dance styles.
- Choreograph and direct dance performances for school events, showcases, competitions and community celebrations.

- Lead the planning and delivery of the School's annual Dance Extravaganza, in collaboration with the Performing Arts Faculty.
- Coordinate student participation in external dance competitions and festivals, including auditions, rehearsals, entries, costumes, supervision and performance logistics.
- Work collaboratively with dance coaches, specialist instructors and external practitioners to ensure high-quality teaching and performance outcomes.
- Promote student participation, artistic development, teamwork and leadership within the Dance Program.
- Monitor student attendance, engagement and progress within co-curricular activities.
- Evaluate the effectiveness of the Dance Program and identify opportunities for future growth and development.

Co-Curricular Drama Program

- Coordinate and support the development of the School's co-curricular Drama Program.
- Work collaboratively with Drama teachers and Performing Arts staff to provide meaningful opportunities for students to engage in theatre and dramatic performance.
- Support and coordinate Drama components of the School's House Performing Arts Festival.
- Encourage student leadership, creativity and collaboration through theatrical experiences.
- Promote inclusive participation in Drama across the School community.

Senior School Musical – Creative Team and Choreography

The Dance and School Productions Teacher will play an integral role within the creative team for the annual Senior School Musical, working collaboratively with the Director, Producer, Musical Director and wider production team to deliver a high-quality theatrical experience for students and the School community.

The position will have particular responsibility for the choreography, dance direction and movement components of the production, ensuring these elements contribute meaningfully to the overall artistic vision and storytelling.

Choreography and Dance Direction

- Lead the development and delivery of choreography for the Senior School Musical, working closely with the Director to ensure alignment with the overall artistic vision.
- Create engaging, age-appropriate and technically suitable choreography that supports the musical's narrative, character development and theatrical style.
- Plan and facilitate dance auditions and movement assessments in collaboration with the Director and creative team.
- Teach, rehearse and refine choreography with students, ensuring a high standard of performance and artistic expression.
- Adapt choreography to accommodate students with varying levels of dance experience and ability, promoting inclusive participation.
- Support students in developing confidence, stage presence, movement skills and performance technique.
- Collaborate with the Director and Musical Director to integrate choreography, staging, music and dramatic interpretation.

Creative Team Collaboration

- Work as an active and collaborative member of the Senior School Musical Creative Team, contributing ideas and expertise throughout the planning, rehearsal and production process.
- Collaborate with the Director and Producer to support the successful artistic and operational delivery of the production.
- Contribute to creative discussions regarding staging, movement, transitions, ensemble performance and overall production design.

- Assist in developing and implementing rehearsal schedules, particularly those relating to choreography and dance.
- Attend creative team meetings, production meetings and relevant planning sessions.
- Work collaboratively with costume, set, lighting and technical teams to ensure choreography and movement are appropriately supported by production elements.
- Support the Director in maintaining a cohesive artistic vision across all aspects of the production.

Rehearsals and Performance

- Coordinate and lead scheduled dance rehearsals, ensuring students are well prepared for technical rehearsals, dress rehearsals and performances.
- Work alongside the Director and Producer to support the effective organisation and delivery of rehearsals.
- Provide constructive feedback and coaching to students to strengthen their performance skills and ensemble collaboration.
- Support the integration of choreography with blocking, staging and technical production requirements.
- Attend relevant technical rehearsals, dress rehearsals and performances to ensure the successful delivery of choreographed elements.
- Contribute to a positive, inclusive and supportive rehearsal environment that encourages creativity, professionalism and student achievement.

Classroom Teaching – Year 9 and Year 10 Dance Electives

- Plan, deliver and assess engaging and challenging Dance curriculum programs for Year 9 and Year 10 elective classes.
- Develop learning experiences aligned with the Victorian Curriculum and the School's teaching and learning framework.
- Teach a broad range of practical and theoretical dance skills, including technique, choreography, performance, composition and dance analysis.
- Develop students' understanding of dance as an artistic, cultural and expressive discipline.
- Provide opportunities for students to create, rehearse, refine and present original choreographic works.
- Differentiate teaching to meet the diverse learning needs, abilities and experience levels of students.
- Develop and implement appropriate assessment tasks, providing constructive and timely feedback.
- Maintain accurate records of student learning, assessment and progress.
- Contribute to curriculum review, development and continuous improvement within the Performing Arts Faculty.
- Support students who wish to pursue further studies in Dance, including VCE Dance pathways.

Performing Arts Events and School Community

- Contribute to the planning and delivery of major Performing Arts events throughout the School year.
- Support the annual House Performing Arts Festival, particularly the Dance and Drama sections.
- Collaborate with Music, Drama, Dance and other Arts staff to develop interdisciplinary performance opportunities.
- Support student performances at assemblies, school celebrations, community events and special occasions.
- Build positive relationships with students, families, staff and external arts organisations.
- Assist in celebrating and promoting student achievements through School communication channels.

- Contribute to the ongoing development and visibility of Performing Arts as an integral part of the School's culture and identity.

Administration, Leadership and Professional Responsibilities

- Work collaboratively with the Learning Leader – Performing Arts to establish annual priorities and strategic goals for Dance and Productions.
- Coordinate the scheduling of rehearsals, facilities and staffing requirements associated with the programs.
- Maintain clear, timely and professional communication with students, parents, staff and external providers.
- Support the engagement and coordination of specialist dance instructors, choreographers and production personnel.
- Assist with budget planning, resource management and expenditure monitoring.
- Maintain appropriate records of student participation, program activities and performance outcomes.
- Attend Performing Arts Faculty meetings, production meetings and relevant School events.
- Demonstrate a commitment to professional learning and contemporary practices in Dance and theatre education.
- Uphold the School's child safety, student wellbeing, occupational health and safety, and professional conduct requirements.
- Undertake reasonable additional duties consistent with the position, as directed by the School.

Key Selection Criteria

The successful applicant will demonstrate:

1. **Dance Education Expertise:** Relevant teaching qualifications, current Victorian Institute of Teaching registration, and demonstrated expertise in teaching Dance within a secondary school setting.

2. **Choreography and Musical Theatre Experience:** Demonstrated experience in developing and teaching choreography for musical theatre productions, with the ability to collaborate effectively with Directors, Producers and Musical Directors to realise a shared artistic vision.

3. **Co-Curricular Program Leadership:** Demonstrated capacity to develop, coordinate and sustain engaging Dance and Drama programs that promote student participation and artistic excellence.

4. **Curriculum and Pedagogy:** Strong understanding of contemporary Dance education, curriculum design, assessment and differentiated teaching practices.

5. **Organisation and Project Management:** Highly developed organisational skills, including the ability to manage rehearsal schedules, multiple stakeholders, budgets, resources and competing priorities.

6. **Collaboration and Communication:** Excellent interpersonal skills and the ability to establish productive relationships with students, families, colleagues, external practitioners and the wider School community.

7. **Student Engagement and Wellbeing:** A demonstrated commitment to creating safe, inclusive and supportive learning environments in which students are encouraged to develop confidence, resilience and artistic expression.
8. **Professional Commitment:** A willingness to contribute actively to the broader life of the School, including rehearsals, performances and events outside normal classroom teaching hours.

Qualifications and Experience

Essential

- Recognised teaching qualification and current Victorian Institute of Teaching registration.
- Demonstrated experience teaching Dance at secondary school level.
- Experience choreographing and contributing to theatrical productions or musicals.
- Strong understanding of dance technique, choreography and performance practice.
- Demonstrated organisational, communication and collaborative leadership skills.
- Commitment to child safety and the ethos and values of St Margaret's Berwick Grammar.

Desirable

- Experience coordinating co-curricular Dance and Drama programs in a school environment.
- Experience working as part of the creative team for large-scale musicals involving substantial student casts.
- Knowledge of VCE Dance curriculum and assessment requirements.
- Experience coordinating dance competitions, festivals and performance showcases.
- Experience in costume management, theatrical design and production logistics.
- Established connections with the performing arts industry and relevant professional organisations.

Expectations of the Role

The Dance and School Productions Teacher is expected to demonstrate a high level of professional commitment to the School's Performing Arts Program.

Given the nature of school productions and co-curricular activities, the position will require participation in rehearsals, performances, competitions and events outside normal school hours, including selected evenings, weekends and school holiday periods where agreed and appropriately arranged.

The successful applicant will work collaboratively with the Performing Arts Faculty to ensure that all programs are well planned, educationally meaningful, artistically engaging and professionally delivered.

The position requires a balance of creative leadership, effective organisation, classroom teaching and collaborative teamwork, with a strong commitment to the educational and personal development of students.