
Job Description for Dance Outreach Coordinator

Responsible to:	Head of Faculty
Based at:	New College Bradford and partner high schools across Bradford
Hours:	Variable/sessional

OVERALL PURPOSE OF THE POST

To raise awareness of New College Bradford's Dance provision and wider college offer through the delivery of high-quality, engaging dance outreach workshops in local high schools, and to positively promote progression opportunities to prospective students.

MAIN DUTIES

Outreach Delivery and Workshop Facilitation

- Plan and deliver engaging dance workshops in local high schools.
- Sessions typically last approximately one hour, plus time for marketing activity.
- Adapt delivery to a range of abilities and school contexts.
- Maintain a safe, positive learning environment.

Marketing and Promotion

- Promote New College Bradford and its Dance provision.
- Support distribution of marketing materials.
- Signpost students to open events, auditions, and applications.

Team Working and Collaboration

- Work collaboratively with teaching, marketing, and outreach staff.
- Build positive relationships with partner schools.

Additional Duties

- Commit to safeguarding and promoting young people's welfare.
- Follow Trust policies on safeguarding, equality, health and safety.
- Attend training and meetings as required.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Dance Outreach Coordinator

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience delivering dance workshops to young people. • Experience working with secondary-age students. 	<ul style="list-style-type: none"> • Outreach or recruitment experience in education.
Education and Training	<ul style="list-style-type: none"> • Relevant dance qualification or equivalent experience. 	<ul style="list-style-type: none"> • Experience in dance education or youth dance, coupled with relevant teaching qualifications or experience. • Knowledge of the college's dance provision
Personal Skills and Qualities	<ul style="list-style-type: none"> • A philosophy centred upon the individual learner's value, potential, aspirations and needs. • An ability to encourage, inspire and motivate learners. • An ability to demonstrate high standards and expectations of self and learners. • Professional, confident, and enthusiastic approach • Can work collaboratively and supportively with other members of staff. • Skills of communication, organisation and accuracy. • Ability to work flexibly and respond positively to change. • Strong commitment to student welfare, achievement and support. 	
Additional Factors	<ul style="list-style-type: none"> • Commitment to equal opportunities. • Commitment to safeguarding the welfare of students. • Willingness to travel across Bradford. • Flexible working approach. 	

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