



St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Principal of the St Catherine's Dance School Full Time | Required for September 2020

About St Catherine's School

St Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 120 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

St Catherine's Dance School was founded in 2011 with the opening of the Dance Studio and Auditorium within the Anniversary Halls at St Catherine's, and since then has seen considerable success and expansion, most recently under the successful direction of Miss Sally Salter who is relocating out of the area. 39 classes are taught each week of Ballet, Tap, Modern and Jazz to approximately 320 students in total. We seek to appoint an experienced dance practitioner and teacher to lead the Dance School at St Catherine's into its next phase, consolidating the excellence already in place and developing provision of classes for the local community. The successful candidate must be RAD or ISTD Registered, should be able to enter girls for examinations in their own name, and should refer to this appropriately in their application.

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Personal and Professional Qualities Required

The successful applicant will:

- Teach the ballet elements of the Dance School provision – curricular (Reception and Year 1 lessons) and extra-curricular - and possibly other areas to suit his/her qualifications and experience.
- Ideally be able to teach Ballet, Tap, and Modern to intermediate level.
- Have a proven record as an excellent dancer in one or more areas, to include classical ballet, as well as being knowledgeable about other dance areas such that he/she could appoint and manage other contracted dance teachers as necessary.
- Be able to demonstrate some business experience that would provide the foundation for the successful management of the financial and administrative aspects of the Dance School business.
- Have good management skills, including team-building, enthusiasm and strong communication skills.
- Be happy to initiate change and develop new programmes.
- Be ready to appoint assistant teachers with specific skills when deemed appropriate by the Headmistresses to grow and develop the School.
- Be prepared to work as part of the whole School team of Heads of Department/Heads of Extra-curricular areas.
- Liaise closely with the School Shop to ensure that all dance stock held is the correct style for established examination boards, e.g. RAD, and that opportunities to sell additional dance uniform or clothing are properly managed.
- Organise and present annual or biannual shows of girls' work to parents both of the School students and those from the local community. 'Watching Week' is already established each term for the younger girls.
- Have some marketing experience and/or be prepared to market the dance classes available to the parent body, alumnae and the wider local community via school noticeboards and the School Website. The School's photographer, graphic designer, Marketing Director and Website Manager are available to assist with this.
- Demonstrate a readiness to help the Business Department market the Dance Studio to groups outside school as part of the holiday letting programme to develop the School's income stream.

The Department

The Dance School is based in the Deerleap Dance Studio, a new, modern, light, airy dance space, complete with sprung floor, barre and full wall length mirrors (and curtains to mask them as necessary), natural light, piano and other music-playing facilities. The Studio is located in the 125th Anniversary Halls complex which was opened in 2011. Dance lessons take priority in this space after school hours. Curriculum Dance for the 4+ and 5+ girls takes place in the Preparatory School Gym.

There is access to changing facilities with showers etc. if necessary, for pupils and staff, and a Waiting Class for dance class attendees of younger ages which is fully supervised by an employed assistant who would be under the Principal's immediate line management, within the overall management of the Headmistress of the Prep School, and the Prep School Senior Management Team.

The successful applicant will have the opportunity to use the School's stage/auditorium and Dance Studio facilities for their own dance work or projects within reason, by negotiation with the Headmistresses and Chief Operating Officer, during the school holidays or when the School is not using them for lessons or letting the facilities.

Dance at St Catherine's currently comprises of:

- Curriculum ballet lessons for the Reception and Year 1 (4+ and 5+) girls (60 girls in 4 class groups)
- RAD Ballet classes after school from Primary to Grade 8, Intermediate Foundation, Intermediate and non-syllabus Pointe work
- ISTD Tap classes after school from Pre-Primary to Grade 5
- ISTD Modern classes after school from Grade 1 to Grade 6 plus non-syllabus Jazz class

- Three Pilates classes open to staff, sports club members and the local community and a lunchtime conditioning class for girls as part of the extra-curricular provision
- The dance department is also involved with many of the school's drama and musical productions and dance students have further performance opportunities within school events such as the Jazz and Rock Concert and the Fashion and Talent Show

There is scope to develop this provision and the applicants called for interview will be asked to present their vision for the Dance School and its future development, their strategic plan for achieving this and their hopes for its future. Any growth/development might necessitate the recruitment of additional part-time teachers for whom a business case could be made, and the Principal of the School would line manage them.

Line Management

The Dance School Principal will work alongside the Directors of Sports, Drama and Music who work in and share the Anniversary Halls facilities for the Creative Arts and Sport. However, the line management of the post remains with the Headmistresses who will delegate day-to-day communications to the Director of Staff of the Senior School and the Deputy Head (Staff) of the Preparatory School.

iPad School

In 2014 St Catherine's became an iPad School, and all students from Year 5 upwards have their own iPads. Staff are not *required* to have an iPad or to use one in presenting teaching materials in the classroom, though all rooms are provided with Apple TVs as well as PCs and projectors or IWBs. However, staff *are* required to ensure that all resources needed for teaching are made available in an electronic format for downloading (Google Classroom is our current provision) by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are readily available to all colleagues.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful. All part-time and full time staff also contribute, pro rata, to supervising Day Girls prep. time in the Library after school from 4.30 to 5.30 p.m. or 5.30 p.m. to 6.30 p.m. respectively roughly twice per term. However, as all members of the Dance department make their contributions to the extra-curriculum at the same times of day as part of the daily life of their subject, Library duty is not a requirement. All part-time and full-time staff are expected to attend the Prep. School picnic and Open Day.

Statutory NQT Induction, Staff Induction, Staff Review and Continuing Professional Development. (The first paragraph is applicable to academic staff only but is left in this job description as evidence of the School's commitment to Continuing Professional Development)

The School offers statutory NQT induction, as provided by the Independent Schools' Council, and a strong and well-established system of mentoring and support for NQTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review. The Dance Principal would be welcome to ask for financial support for any courses that would strengthen her/his professional development in the role.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Working Hours

The Dance School Principal works the equivalent of the hours of a Head of Department during term time, but these are flexible around the scheduling of dance classes both in the Pre-Prep Curriculum, after school Monday - Friday, Saturday morning for outreach or exam consolidation lessons, and the occasional lunch hour, allowing time also for administration, and some free/personal time during the working weekdays. This can be fully explained at interview.

Remuneration

Salary will be based on the St Catherine's Salary Scale and will be commensurate with the qualifications and experience of the candidate.

The School contributes towards the Teachers' Pensions Scheme.

The post offers medical insurance cover which is a taxable expense.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Applications

The application form should be returned to the HR Administrator, Mrs Netty Creswell, by Tuesday 10th March 2020 and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Alice Phillips
Headmistress

Naomi Bartholomew
Prep School Headmistress

February 2020