

SWINDON DANCE

**CENTRE FOR
ADVANCED TRAINING**

Centre's for Advanced Training Assistant Coordinator

Application Information
November 2018



@swindondancecat

Swindon Dance
Regents Circus
Swindon
SN1 1QF

swindondance.org.uk

Supported by the Department for Education Music and Dance Scheme, Centre's for Advanced Training (CAT) exist to help identify, and assist, children with exceptional potential, regardless of their personal circumstances, to benefit from world-class specialist training as part of a broad and balanced education. This will enable them, if they choose to proceed towards self-sustaining careers in music and dance.

NATIONAL CENTRES FOR ADVANCED TRAINING IN DANCE

Since its inception in 2004 the National Centre's for Advanced Training in Dance (also known as CAT schemes) have been engaging young dancers across the country. The schemes provide young people aged 10 – 18 years with accessible and inspirational dance training. Successful applicants are able to access highly specialist dance training in their locality, whilst continuing to live at home. This allows students to benefit from a broad and balanced education.

Centres are pioneers in prevocational training and research, promoting best practice and providing exceptional and innovative tuition to young people, regardless of their personal circumstances (please see Music and Dance Scheme Funding below).

They operate from host organisations recognised for their excellence and commitment to the arts and vocational training. Each partner is unique in their delivery of the scheme some embracing Contemporary Dance whilst others focus on Ballet, Circus Arts, South Asian Dance and Urban Dance as their main technique.

The CATs are:

- Academy of Northern Ballet
- DanceEast
- DanceXchange
- Dance4
- Dance City
- London Youth Circus
- The Lowry
- Northern School of Contemporary Dance
- The Place
- Trinity Laban Conservatoire of Music and Dance
- Swindon Dance (Swindon and Exeter)

The scheme is devised to prepare young dance artists for full-time professional dance training, university or to go straight into the dance profession and includes tuition in five key areas:

- Dance Technique
- Creative dance and choreography
- Performance
- Dancers' health and wellbeing
- Cultural activities such as theatre and gallery trips, workshops and volunteering opportunities

The curriculum is intended to give students a strong basic grounding in technical and creative skills, as well as an introduction to the wider dance profession.

Classes take place at the host organisation; some schemes also offer satellite classes within their regions especially the South Asian and Circus strands.

All students also take part in intensive projects which may take place over a weekend, Easter and summer holiday workshops, often with leading British and international dance artists.

All students receive an Individual Training Plan (ITP) to aid their development and highlight personal goals and needs. The scheme is delivered outside of school time and every effort is made to encourage a healthy balance between academic work, dance training and normal life. In certain circumstances it is possible to tailor a more individualised programme for those who may have difficulty travelling to one of the Dance CAT classes during the week.

The Dance CAT's are supported by the Department for Education's (DfE) Music and Dance Scheme (MDS). This scheme currently enables around 2,000 exceptionally talented children to have access to the best specialist music and dance training available alongside a good academic education.

THE DFE, MUSIC AND DANCE SCHEME

The Music and Dance Scheme (MDS) is a small and highly specialised scheme that provides means-tested fee support and grants to designated centres of excellence for the education and vocational training of exceptionally talented young musicians and dancers aged 8 to 19. It represents the "top of the pyramid" for performing arts education and training and is the Government's main vehicle for funding the training needs of such children. Although small, the scheme, its beneficiaries, its participating organisations and its patrons have a huge impact on the performing arts world.

The DfE offer grants which are means-tested based on family's annual earnings per tax year, with deductions and allowances made for dependents in accordance with their guidelines. Families' financial circumstances are reviewed annually and support is available to families whose income falls below £65,840 per annum (2016/2017). Students who are eligible and who make sufficient progress will be entitled to receive financial assistance until they graduate or exit from the programme.

SWINDON DANCE CAT

The Swindon Dance CAT offers a pre-vocational training programme for young dancers demonstrating exceptional potential and the commitment and passion for a career in dance.

The CAT is non-residential and covers the south west of the country. It is based at Swindon Dance and began in Sept 2005. It was one of the early Government initiated Centres for Advanced Training (CAT), and was designed to meet the training needs of gifted and talented young dancers in the South West. From its inception, it has upheld the principles long established by Swindon Dance; *'to offer young people the opportunity to watch and participate in quality dance activities and performances through working with dance professionals of the highest caliber'*.

The CAT has developed from 25 students in 2005 to its current cohort of 115 students, offering a national level training programme of the highest quality based on individual need. From September 2008 the CAT implemented its current format of three programmes; Swindon Contemporary and Urban programme based at Swindon Dance, and Exeter Contemporary Programme.

SWINDON DANCE

Enriching people's lives through the art of dance. Swindon dance's belief in the power of dance, along with its ethos in support and nurturing the art form for its community, the young talented dancer and the professional artist has stood it apart and established its regional, national and international reputation for excellence in dance since 1979.

Swindon Dance is an independent charitable trust.

Job Description

Centre for Advanced Training Assistant Coordinator

POST: Assistant Coordinator - Centre for Advanced Training; Swindon Contemporary Programme

SALARY: £4.20 to £7.83 per hour (dependent on experience)

HOURS: 6.5hrs per week on Saturdays (during term time only) between 11am-6pm.

CONTRACT: 7 month PAYE contract - role starting 12th January 2019

RESPONSIBLE TO: Programme Manager, Centre for Advanced Training (CAT)

MAIN PURPOSE OF THE ROLE:

Under the direction of the CAT Programme Manager, the post holder will be responsible for supporting the Coordinator of the Swindon Contemporary Programme (SCP) in the smooth running of the course; such as note taking for parent/student meetings and pastoral care. The role includes Saturday term time dates

Candidates will be a responsible self-starter with excellent communication and IT skills.

The Centres for Advanced Training across is one of nine from across the country and offers specialist pre-vocational training for exceptionally talented young dancers aged 11-18. This position is funded through the Department for Education (DfE), Music & Dance Scheme and is dependent on continued funding from the DfE.

ROLES AND RESPONSIBILITIES:

- Assist the coordinator (SCP) with the preparation for Sunday training days
- Responsible for dissemination of information to students on training days
- Health and safety of students, team, guest artists and building
- Responsible for attendance records, absentees, messages on and during training days
- Administration support during physiotherapy screening and individual training plan meetings with students and parents by taking accurate and detailed records
- Ensure the safe departure of students, team, guest artists and assist the coordinator with the clearing up of the spaces used
- Any other duties required by the post

OTHER DUTIES AND RESPONSIBILITIES

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the CAT, always in consultation with the post holder.

The standard working week will be 6.5 hours per week and you should take a minimum unpaid break each working day of 6 hours or more. The starting and finishing time, and the time of the lunch break, will be to suit the requirements of the organisation.

Due to the nature of the organisation, you will be expected to exercise a certain amount of flexibility around your working hours and this may include the need to work evening and weekends to meet the organisations requirements. Time off in lieu for additional hours worked may be claimed with the prior agreement of your Line Manager.

Holidays: You will be entitled to 21 days annual leave (pro rata) plus one (fixed) staff day and bank holidays

You may be required to work unsociable hours to fulfil this role.

Person Specification

Centre for Advanced Training Assistant Coordinator

ESSENTIAL

- Aged 16 and above
- Excellent IT skills including Microsoft Office Word and Excel
- Basic knowledge of Microsoft Publisher and Access
- Excellent written, verbal communication skills and interpersonal skills
- Excellent planning, time management and organisational skills
- Experience of working with young people
- Enhanced DBS Disclosure or be willing to undergo a DBS check
- A knowledge/passion for youth dance/the dance industry

DESIRABLE

- Experience of teaching dance
- Experience of media editing packages and publishing on social media platforms
- Experience of collating and presenting statistical data
- Undergoing or previous dance training experience e.g. vocational training or equivalent knowledge
- First Aid qualified
- Interested in additional paid work to support Swindon Dance Centre for Advanced Training

PERSONAL

- Responsible self-starter able to work on own initiative
- A team player
- Good problem solver
- Able to manage multiple priorities
- Good people skills
- Flexible worker, able to work unsociable hours e.g. Sundays, evenings and school holidays
- Committed to the ethos of creating a safe and holistic learning environment for young people

Summary

Centre for Advanced Training Assistant Coordinator

Swindon Dance is seeking a keen, motivated, responsible self-starter to join their dedicated team. The position is for an Assistant Coordinator to work with the Swindon Dance Centre for Advanced Training; Contemporary Programme. The job is varied and would suit a person who is well organised and has experience of working with young people.

The position is part-time starting 12th January 2019 on a 7 month contract, with a salary of between £4.20 and £7.83 per hour dependant on experience. Working hours will be 6.5 per week which will take place on Saturdays from 11am-6pm (including half hour lunch break) during term time.

Candidates will have excellent communication and IT skills including experience of Microsoft Office and social media platforms and a passion for the arts industry.

This is an excellent role for students currently in or recently graduated dance training to gain professional work experience in youth dance and arts administration.

The Centre for Advanced Training in dance is one of nine across the country and offers specialist pre-vocational training for exceptionally talented young dancers aged 11-18. The CAT is supported by the Department for Education (DfE), Music & Dance Scheme and the position is dependent on continued funding.

CLOSING DATE: 26th November 2018 (5pm)

INTERVIEW DATE: 5th December 2018 in Swindon

For an application pack please contact the Programme Administrator CAT or go online:
<https://www.swindondance.org.uk/opportunities/job-vacancies/>

Assistant Coordinator, Swindon Dance, Town Hall Studios, Regent Circus, Swindon, SN1 1QF

Tel: 01793 601 700 opt: 3

E-mail: claire.brown@swindondance.org.uk

Online: www.swindondance.org.uk

Swindon Dance is committed to equal opportunities and diversity and to safeguarding and promoting the welfare of children and young people.

Applicants must have a current DBS certificate or be willing to undergo a DBS check.



Department
for Education



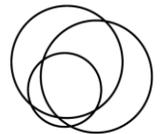
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