

***Enriching lives through dance***

**Job Description**

Coordinator – MATERNITY LEAVE

**START DATE:**  1st September 2022

**END DATE:**  June 2023 (approx. length 9 months, please note. This post is to cover maternity leave, therefore approx. length could be variable)

**POST:**  Programme Coordinator

**TEAM:**  Centre for Advanced Training

**SALARY:**  £17,500-21,000 per annum (depending on experience)

**HOURS:**  20 hours per week

**RESPONSIBLE TO:**

Programme Manager, Katie Purcell

**MAIN PURPOSE OF THE ROLE**

The purpose of this role is to support the Centre for Advanced Training (CAT) - Programme Manager in the delivery and coordination of the Swindon Dance CAT Contemporary Programme.

**DUTIES AND RESPONSIBILITIES**

* The smooth running of the Swindon Contemporary Programme (SCP), including communications with students, parents, tutors and Swindon Dance teams,
* Duty management of the building during CAT SCP training days (Saturdays term time),
* Delivery and supervising of all SCP training sessions, open days, performances, trips & special events,
* Responsible for ensuring students, the SCP team and guest artists are aware and adhere to health and safety policies, fire procedures and code of conduct whilst in the building during course training/activity days,
* Timetabling of all students Individual Training Plans across SCP and responsible for recording accurate records for all ITP meetings during Terms 1 & 2,
* Implementation of SCP physiotherapy screening & assessments, keeping accurate records and liaising with the team with student injury updates,
* Dissemination of course information such as timetables, training days and events via Parent & Tutor site, and to students, their parents/carers and delivery teams where required,
* Creation and completion of registers, monitoring and recording student welfare, pastoral care, progress, attendance, absentees and messages.
* Attend planning meetings, team, and other relevant CAT meetings.
* Responsible for reimbursing the student travel, enhancement classes, uniform & organising petty cash.

**N.B.**  **You will be required to work some evenings and weekends in order to fulfil the contract.**