



Job Description

Job title: Associate Artist: Dance (1 day per week)

Contract type: Freelance Contract
Fee based on £120 per day / £15 p/h.
Days normally based on 7 working hours p/d but may be longer or shorter by mutual agreement.

Normal days of work: Wednesdays from January 2021

Responsible to: Academy Director

Core purpose

The post-holder will work with learning-disabled students involved with MTG Academy. This is a freelance role (contracted to end of July in the first instance), complementing the roles of Associate Artists with specialist skills in drama/performance, dance/choreography and music. The post holder will specifically lead on the Performance Academy Training Programme, which runs for 35 weeks from September 2020 to the end of July 2021 (excluding holidays, which normally mirror Bradford school holidays). S/he has a responsibility to help embed dance skills within the Academy, ensuring a high level of learning and accreditation for the students.

Key areas of responsibility

To plan and deliver the Performance Academy Dance Programme (Wednesdays) which includes:-

- Planning and delivering schemes of work throughout the year.
- Liaising with Academy Director about relevant skills development within MTG Academy.
- Working with the Academy Director to create an exciting and relevant programme of work for the year.
- Liaising with the Learning and Participation Coordinator regarding access needs for individual learners at the beginning of the post.
- To work with the Learning and Participation Coordinator in gathering evidence for accreditation purposes on the Performance Academy Programme.
- Work towards a performative output with the students on the Performance Academy for the end of year Academy Showcase.

General expectations and responsibilities

Mind the Gap's Employment Handbook sets out in detail the company's policies and procedures and forms an essential part of the contractual arrangement between the company and its employees.

In their daily conduct all staff are required to:

- be flexible, constructive and adaptable;
- be respectful to colleagues including learning-disabled company members, and to work co-operatively with other team members including freelance staff;
- support the induction of new staff in MTG policies and procedures;
- manage their own administrative tasks, e.g.: answering phones and dealing with post and emails to support the smooth running of the company;
- work within agreed budgets, and to supply relevant records of expenditure and receipts in accordance with the company's financial accounting systems;
- participate in and contribute to individual appraisal, one-to-one support and review processes;
- participate in training as required;
- contribute positively and constructively to monitoring, evaluation and review procedures as required by the company and funding / stakeholder bodies;
- actively support the engagement of people with learning disabilities in all areas of Mind the Gap's work;
- provide supervision to ensure the welfare and health & safety of company members when required, eg: at lunchtimes and breaks;
- respect issues of confidentiality, particularly as this relates to other staff and company members.

All staff may be asked to undertake other tasks to further the work of Mind the Gap as may be reasonably requested by senior managers and the Board of Trustees.