

Dear Candidate

Eden Court Arts Education – SQA Higher Dance Practice Course Tutor

Thank you for your enquiry regarding the above post.

Please find enclosed a job description with candidate specification, background paper, application form, including declaration of criminal convictions and equal opportunities monitoring form.

Please phone Cheryl Nicol or Linda Watson on 01463 239 841 if anything is missing.

To apply for the post please complete the application form, declaration of criminal convictions and equal opportunities monitoring form and return them, along with any other material which will demonstrate your suitability for the post, to Finance Department, Eden Court, Bishops Road, Inverness IV3 5SA. Please mark the envelope “Eden Court Arts Education – Higher Dance Tutor” clearly in the top left-hand corner.

Applications must be received by Friday 6th August. Interviews will be held in the week commencing 16th August.

The salary for the post will be £3,000 per annum. There is also a contributory pension scheme with a generous employer contribution. The holiday entitlement for full time employees is 28 days holiday in a complete leave year - the entitlement for this post will be calculated pro-rata. In addition, Eden Court recognises six public holidays during the year. There is no facility for overtime payments, but time off in lieu can be taken.

The post is temporary for the academic year 2010/11, August-May.

If you need any further information or would like an informal chat about the post then you are welcome to contact me.

Yours faithfully

Katyana Kozikowska
Arts Education Manager.

Eden Court Theatre and Cinema
Job Description
SQA Higher Dance Practice Course Tutor
(Part-time: variable according to the requirements of the course)

Eden Court is the Theatre for the Highlands and Islands and is committed to presenting a wide and varied programme of music, drama, dance, comedy and film and a range of arts education and participation opportunities to appeal to all residents of the Highlands and visitors to the area.

Summary of responsibilities

To deliver the SQA Higher Dance Practice Course at Eden Court for the academic year 2010/11, August-May and to maintain the high pass rates achieved to date.

In particular your responsibilities and duties are as follows:

To teach 4 technique modules (Contemporary, Jazz, Ballet and Hip-Hop) and the Choreography module. These all include class work and set studies.

To teach the set studies for the final assessment and support students to create their choreographic pieces for final assessment.

To support the students to develop the knowledge and understanding of dance techniques and choreography.

As a member of Eden Court staff you will be required to implement certain key policies including Equal Opportunities, Customer Care and The Health & Safety Policy and Child Protection Policy, Access Policy. You will also be expected to take your share of responsibility in the ongoing improvement of these policies and for contributing to the overall profile and reputation of Eden Court.

Enhanced Disclosure will be requested prior to appointment.

Candidate Specification

The ideal candidate will have all of the following attributes:

Experience and technical skills

We do not expect a candidate to have experience of all the areas listed below but preference will be given to candidates who can demonstrate experience in a number of the areas.

- Degree level or equivalent qualification in dance.
- Two years' experience of teaching technique and choreography, in particular to young adults.
- Experience of performing or teaching at least 2 of the following techniques: Ballet, Contemporary, Jazz, Hip-Hop.
- Ability to learn different dance styles in order to teach.
- Awareness of Health and Well-being issues.

Personal Qualities

- Creativity and enthusiasm.
- Ability to inspire and motivate young people.
- Excellent customer care.
- Good time management and organisational skills.

Application for Employment

Please complete this form in block capitals, using black ink, or type script

We are an equal opportunities employer, and we seek not to discriminate either directly or indirectly on the grounds of gender, marital status, colour, race, creed, ethnic origin, age, sexual orientation, disability, religious belief, progressive or degenerative diseases and our recruitment procedures will be in accordance with our Equal Opportunities Policy.

What position are you applying for?

Where did you hear about this post?

Surname:

Initials:

Address:

Postcode:

Contact Details:

Mobile:

Other:

Email address:

Current/most recent employer:

Address:

Position held and start date:

Salary:

Please briefly describe the work you do and the duties and responsibilities you hold, your current salary and your reason for wanting to leave:

Please detail below your employment experience, starting with your current or most recent job.

Please continue on another sheet if necessary.

Employer's Name and address	Job Title / Start and Finish Dates	Main Duties and Responsibilities

Criminal Convictions

Do you have any unspent criminal convictions or impending charges against you?

YES / NO

If yes, please give details on a separate sheet. You do NOT need to declare spent convictions.

We would like to know about your education and any relevant skills , qualifications and experience you may have.

Secondary Education

Certificate gained	Subjects modules	Grade/ Band	Date

Further Education

Qualifications gained or Working Towards	Main Subjects Studied	Awarding Body	Name of College/University	Date Achieved

Relevant Training			
Course Name / Subject	Training Organisation	Certified? (yes or no)	Date

Why do you want to work for Eden Court? Please describe your skills and experience that are relevant to this post. You may reference other areas of your involvement as well as paid employment. (Please continue on a separate sheet if necessary)

Please supply us with two professional referees. One should be your current or most recent employer.

Name:

Address:

Tel no:

Email address:

Occupation:

Relationship with referee:

Can the referee be contacted prior to interview? Yes / No (delete as applicable)

Name:

Address:

Tel no:

Email address:

Occupation:

Relationship with referee:

Can the referee be contacted prior to interview? Yes / No (delete as applicable)

Declaration

I hereby state that, to the best of my knowledge, the information given here is correct. Please note that falsification of any details in this application could result in the withdrawal of a job offer, or in extreme cases, after appointment, of your dismissal.

Signed (with initials only and surname):

Date:

Please return the form and any additional sheets to :
Cheryl Nicol or Linda Watson, Eden Court, Bishops Road, Inverness, IV3 5SA

Eden Court

Equal Opportunities Monitoring Form

Eden Court is committed to being an equal opportunities employer. This means that we need to know details of applicant's sex, ethnic origin and disabilities, so we can ensure that our recruitment is fair and does not discriminate against any group. You can help by completing this form.

The information provided in the monitoring form is not used as part of the selection process. It is used purely to monitor the effectiveness of Eden Court's Equal Opportunities Policy.

Application for the post of.....

Where did you see the post advertised.....

I would describe my ethnic origin as: (Please specify/tick appropriate box below)

Black		White	
African / Caribbean	<input type="checkbox"/>	UK	<input type="checkbox"/>
Asian	<input type="checkbox"/>	European	<input type="checkbox"/>
Chinese/Vietnamese	<input type="checkbox"/>		<input type="checkbox"/>
UK	<input type="checkbox"/>		<input type="checkbox"/>
European	<input type="checkbox"/>		<input type="checkbox"/>

Other (please specify)

Do you consider yourself to have a disability? Yes/No

Full Name of Applicant Title: Mr/Mrs/Miss/Ms/Dr

Block Capitals..... Male / Female

Date of Birth Age.....

Signed..... Date

INTERVIEW FACILITIES FOR PEOPLE WITH DISABILITIES

Eden Court welcomes applications from people with disabilities. All applicants with disabilities will be guaranteed an interview if they meet the shortlisting criteria for the post.

Should you be invited for an interview and require any prior arrangements to be made and/or would like to bring our attention to any special needs you may have, please make a note of these below.

.....
.....
.....

CRIMINAL CONVICTIONS

POST APPLIED FOR			
SURNAME			
FORENAME(S)			
PREVIOUS SURNAME / MAIDEN NAME			
PLACE OF BIRTH		DATE OF BIRTH	
CURRENT ADDRESS			
	POSTCODE		
RESIDENT FROM (DD / MM / YYYY)			

PREVIOUS ADDRESS DETAILS	Please list all addresses at which you have lived in the past 10 (ten) years. Please continue on a separate sheet if necessary.		
PREVIOUS ADDRESS 1			
RESIDENT FROM (DD / MM / YYYY)			
PREVIOUS ADDRESS 2			
RESIDENT FROM (DD / MM / YYYY)			
PREVIOUS ADDRESS 2			
RESIDENT FROM (DD / MM / YYYY)			
PREVIOUS ADDRESS 2			
RESIDENT FROM (DD / MM / YYYY)			
PREVIOUS ADDRESS 2			
RESIDENT FROM (DD / MM / YYYY)			

Have you ever been convicted of any crime?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give information below
---	---

Court at which convicted	Date of conviction	Details of conviction	Sentence imposed

Are there any criminal proceedings pending against you	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give information below
---	---

Have you ever committed any offences against children under the age of 16 or been subject to any civil proceedings where you were alleged to have committed offences against children under the age of 16?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give information below
---	---

Have you ever been referred for inclusion onto a Disqualified from Working with Children List?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give information below
---	---

Date of Referral	Status of referral (provisional or fully-listed)	Other relevant details

Declaration

I declare that I have not been referred for inclusion onto a Disqualified from Working with Children List. I understand that it is a criminal offence to apply for a child care position if my name is on a Disqualified from Working with Children List (other than if listed provisionally).

I hereby consent to Eden Court checking this information through Disclosure Scotland and will provide the relevant documentation if required.

Signed	Date
---------------	-------------