

# CAT TEACHING ASSISTANT APPLICATION PACK



Pictured: Students from the Centre for Advanced Training (CAT)

## **FIXED TERM, PART-TIME, POSITIONS AVAILABLE**

To assist the teacher in the delivery of interesting and engaging CAT technique and/or creative classes. To support CAT students in class and engage all attendees to participate.

# INTRODUCTION

Thank you for your interest in this opportunity!

We're looking for someone who can support the organisation by:

- Assisting the CAT teacher in the delivery of interesting and engaging CAT technique and/or creative classes. Technique classes are in the style of Ballet, Contemporary, Pointe, Street Dance and Creative.
- Being actively engaged in supporting the progression of students during their classes and trying to ensure all attendees participate.

As part of the CAT team you will be a key support for the Dance City Training Academy enabling young people to develop their talent and ambitions for dance careers.

Our mission is to ensure the North East is the best place to dance and experience dance. You'll work in an organisation where you can see the difference you make every day.

If this sounds like you, we look forward to hearing from you.



Anand Bhatt  
Artistic Director  
& CEO



Catherine Johns  
Executive Director

# ABOUT DANCE CITY

We believe in the power of dance to invigorate people and communities, and for dance to hold a special place in people's hearts. Our mission is to ensure the North East is the best place to dance and experience dance.

Dance City is the biggest dance house in the North of England, employing around 130 staff and freelancers. We are responsible for dance development in the whole of the North East region and a population of 2.5 million.

We are a **Catalyst, Convener and Creator** of excellent dance and movement experiences from the North East, for the North East and the world.

## **A Theatre Dedicated To Dance**

Dance City has an intimate 240 seat theatre dedicated to showcasing dance performances from the North East, the UK and across the globe.

## **Dance For Every Body**

Pre-COVID we were offering 113 classes a week and generating more than £260K in annual income. We are building back our public participation programme in a challenging landscape.

## **Dance Careers Start Here**

The Dance City Training Academy offers specialist dance training for gifted and talented young people from age 10 through our Centre for Advanced Dance Training (CAT), in partnership with the Department for Education, and our BA (Hons) Professional Dance in partnership with University of Sunderland.

## **Dance Careers Thrive Here**

Public subsidy and surplus commercial income allow us to be at the heart of the art - supporting dancers to live their creative careers. We offer professional artists in the north east free daily dance classes, commission opportunities, CPD, free studio space and much more.

## **Communities Dance With Us**

Dance City is not a building, Dance City has a building. Our engagement team gets generations moving from Berwick to Middlesbrough, Hexham to South Shields, in schools, community centres, parks, playgrounds and more.



# CAT TEACHING ASSISTANT

## JOB DESCRIPTION

**REPORTS TO:**

CAT Manager

**START DATE:**

Week commencing Monday 9 September 2024 (ideally)

**CONTRACT:**

Fixed Term, Part Time, from September 2024 to Sunday 20 July 2025 during term time across 29 weeks.

**PROBATIONARY PERIOD:**

6 months

**WAGE:**

£11.75 per hour + £1.71 rolled up holiday pay, totalling £13.46 per hour

**NOTICE PERIOD:**

1 month

**HOURS:**

2 – 10 hours per week during term time. 7 vacancies available and we welcome applicants to apply for more than one vacancy.

**Vacancy 1:**

- Mondays 5pm – 8:30pm CAT Ballet, Contemporary and Pointe at Dance City in Newcastle

**Vacancy 2:**

- Tuesdays 5pm – 7:30pm CAT Ballet and Contemporary at Dance City in Newcastle

**Vacancy 3:**

- Tuesdays 5pm – 7:30pm CAT Ballet and Contemporary at Dance City in Newcastle

**Vacancy 4:**

- Tuesdays 5:30pm – 8pm CAT Ballet and Contemporary at Venue TBC in Darlington

**Vacancy 5:**

- Wednesdays 5pm – 7pm CAT Street Dance at The Fire Station, Sunderland
- Sundays 10am – 4pm CAT Street Dance at The Fire Station in Sunderland

**Vacancy 6:**

- Saturdays 1pm – 5pm CAT Creative at Dance City in Newcastle

**Vacancy 7:**

- Sundays 11am – 5pm CAT Creative at Newcastle in Dance City

Additional hours may also be available on an adhoc basis.

We are seeking to appoint up to 4 teaching assistants to cover the vacancies detailed above.

## **DUTIES & RESPONSIBILITIES:**

Assisting the CAT teacher in the delivery of interesting and engaging CAT technique and/or creative classes. Technique classes are in the style of Ballet, Contemporary, Pointe, Street Dance and Creative.

Physical demonstration of class materials or partner work.

Supporting the CAT teacher in the development of choreography.

Keeping notes and documentation of class or creative sessions to support the CAT Teacher and CAT students throughout the choreographic process.

Being actively engaged in supporting the progression of students during their classes.

Working alongside the CAT teacher to support CAT students wellbeing during the session. Being a specific point of contact for students where appropriate.

Supporting CAT students in class and trying to ensure all attendees participate.

Helping any CAT students who need extra support to complete tasks.

Supporting CAT teachers to manage class behaviour and studio etiquette.

At times you may be asked to teach a section of class e.g. a warm-up or leading a creative task and you will be offered mentoring by the CAT Teacher throughout.

If applicable, supporting the creative teachers during the sharing's and performances that take place throughout the CAT year.

Additional Teaching Assistant opportunities may occur on an ad hoc basis, including supporting during CAT Theatre Visits or performances.

You may be required to take the class register and assist in some administration tasks e.g. collecting forms, filming the rehearsal.

Have an awareness of Dance City's Safeguarding policies and procedures when working with the CAT students and reporting any concerns to the relevant members of the Dance City Team.

Undertaking training as required.

Attending regular team meetings as appropriate.

## PERSON SPECIFICATION:

Essential:

Skills and knowledge:

- Knowledge of working in a dance studio setting.
- Strong ability in taking instruction, retaining and demonstrating dance phrases.
- Punctual, organised, intuitive and able to problem solve.
- Have an enthusiasm to work with young dancers in training.
- Willingness to develop teaching skills and be mentored by CAT teaching staff.
- Able to work as part of a dedicated team.

Characteristics:

- Team player
- Enthusiastic
- Flexible
- Positive attitude
- A high degree of self-motivation and discipline
- An understanding and commitment to equality, diversity and inclusion and antidiscrimination

Desirable:

- Skills and knowledge:
- Training on BA in Contemporary Dance or similar qualification.
- Dance teaching experience.
- Experience working in inclusive environments.
- Able to cover the teacher to deliver parts or all of class, if required.
- Enhanced DBS check.
- First Aid Training.
- Safeguarding Training
- Chaperone License or willingness to be trained

The successful applicant will be required to undergo a check through the Disclosure and Barring Service (DBS) and undertake relevant training offered by Dance City.

*Please Note: We are unable to accept applications from students currently studying at Dance City.*

## HOW TO APPLY

Please email an expression of interest along with your CV to [lynsey.mcewen@dancecity.co.uk](mailto:lynsey.mcewen@dancecity.co.uk) by Sunday 18 August 2024 at 5pm. Applicants must have the right to work in the UK. Interviews and creative session will be held on Thursday 22 August 2024.

The Interview process will include an informal interview and a creative session with other candidates during either the morning or afternoon of Thursday 22 August. Further information and exact timings for the interview process will be sent to shortlisted candidates on the afternoon of Monday 19 August.

All candidates invited to interview will receive a voucher to use within the Dance City cafe, The Seven Bridges, during their time at Dance City on Thursday 22 August.

For an informal chat about the role and vacancies, please contact Hannah Moreno, CAT Manager, [hannah.moreno@dancecity.co.uk](mailto:hannah.moreno@dancecity.co.uk)



If you require this information in a different format, or would rather submit a video or audio file, please let Lynsey know, and we can enable this to happen.

Dance City actively encourages applications from those with less visibility in the arts.

We welcome applications from those with lived experience of seeking sanctuary, women, people with disabilities, those from Black, Asian, ethnically diverse backgrounds, those for whom English is not their first language, LGBTQ+, and international backgrounds.

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