



GRACE  
LUTHERAN  
COLLEGE  
EST. 1978

## Position Description Grace Academy Dance Studio Coordinator - Caboolture

Responsible to: Grace Academy  
Position type: Casual Part Time  
5-6 Hours per week (Hours to expand Dance Studio)

Anticipated Commencement Date: Tuesday 29 January 2019

### Specific Requirements

Qualifications, Certifications and Work-related Experience:

1. Demonstrated competence and confidence in using a personal computer and relevant software packages eg Microsoft Office suite – Emails, Word, Outlook;
2. Knowledge of general office and administrative procedures and equipment;
3. Working with Children accreditation (Blue Card) or ability to obtain this accreditation;
4. Relevant Dance qualifications and experience with relevant dance syllabuses eg: RAD and CSTD;
5. Dynamic and energetic teaching which is engaging and is based on building excellent learning in the program;
6. Ability to work and plan for diverse needs of students including students with special needs;
7. Willingness to liaise with other team members;
8. Willingness to attend and contribute to out of hours concerts and events in which the students are involved in.

### Selection Criteria

All applicants are required to address (in writing) the following Selection Criteria:

1. Ethos: Demonstrated commitment to the ethos and Christian foundations of the College.
2. Qualifications and Job-specific Skills: Demonstrated skills and appropriate qualifications to fulfil the position's roles. Ability to model a range of effective teaching and learning strategies to ensure the needs of all students are met. Demonstrated organisational capabilities needed to manage resources effectively and achieve agreed goals efficiently. Demonstrated skills needed to support the College's Grace Academy program.
3. Interpersonal Skills: Demonstrated personal and interpersonal skills that enhance positive relationships with all members of the community. Demonstrated ability to develop warm, caring relationships with students while maintaining a positive, focused learning environment. An understanding of the particular needs of young people and demonstrated skills in meeting these needs in the context of dance classes.

4. Service Focus: Evidence of a clear service focus; ability to meet deadlines, prioritize competing work demands and provide a high quality level of service to the people of the College and the wider community.
5. Initiative and Flexibility: Demonstrated levels of initiative, efficiency, perseverance and flexibility necessary to contribute to a learning community which values teamwork and the achievement of excellent outcomes at all levels of the organisation.
6. Collaborative Leadership Skills: Personal qualities such as confidence, flexibility, initiative, perseverance and resourcefulness necessary to contribute to a learning community which values teamwork and interdependence.
7. Personal Development: Evidence of a personal commitment to continuous self-evaluation and lifelong learning.
8. Co-curricular Skills: Demonstrated skills needed to support the College's Grace Academy program.

Closing Date: Monday 21 January 2019, 5.00pm EST

How to apply:

Applicants are to submit their application in writing by email or hard copy. Include a Resume and contact details of two referees (one of whom should be your current supervisor, if possible), and a maximum two-page written response outlining your suitability for the role with reference to the *Selection Criteria*.

Address application to:

The Business Manager  
Grace Lutheran College  
PO Box 3181  
CLONTARF DC QLD 4019

T: (07) 3203 0066

F: (07) 3897 2188

[grace@glc.qld.edu.au](mailto:grace@glc.qld.edu.au)

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Enquiries to: [grace@glc.qld.edu.au](mailto:grace@glc.qld.edu.au)