



# Imperial Society of Teachers of Dancing

## Areas of Responsibility: External Quality Assurer

**Contract Type:** Freelancer (Self-employed Contractor)

**Location:** Remote or Home-base

**Salary:** Payment will be based on a rate per assignment plus travel and expenses

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## Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 120,000 examinations each year. We were recently listed by Ofqual as one of the top 20 largest awarding organisations in England and in the top 5 for delivery of performing arts examinations.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training. We are committed to becoming a dynamic, future-focused organisation that promotes the social, cultural, physical, and educational benefits of dance for all.

As part of this commitment, the Society works collaboratively with Approved Dance Centres (ADCs). . ADCs are vocational colleges and independent schools that have been approved by the Society to deliver our regulated dance teaching qualifications, Level 4 Diploma in Dance Education (DDE) and Level 6 Diploma in Dance Pedagogy (DDP). ADCs and prospective ADCs go through a serious of quality assurance checks to assure the Society that they have the management, teaching staff, resources, and policies in place meet the Society's and its regulator's requirements and continue to provide support and guidance to maintain high standards for their Learners.

The Imperial Society of Teachers of Dancing is looking to appoint **External Quality Assurers** in the UK and Europe to join our Quality Assurance Team to lead and support external quality assurance of its ADCs.

We would love to hear from you if you are an experienced and qualified External Quality Assurer in a similar industry and looking for your next challenge.

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## Summary of the Role

Quality Assurance Department is responsible for monitoring the quality of delivery by ADCs, ensuring our regulated dance teaching qualifications are delivered in line with our regulatory requirements. The role of External Quality Assurer (EQA) is to perform a vital function in ensuring that Centres are equipped to deliver the Society's qualifications in line with our regulatory requirements and the Society's high standards whilst providing guidance and support to ADCs and the Quality Assurance Team during Centre approvals and re-approvals.

## Main Purpose of the Role:

You will be responsible for assessing the set-up, performance and the related risks of Centre and their staff. You would be conducting Centre visits and/or meetings (remotely and in person) to make sure that Centre has appropriate mechanisms of management, effective quality assurance processes, and can deliver an appropriate educational experience for Learners registered for ISTD teaching qualifications.



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As part of your role, you will be working with the Quality Assurance team and carrying out external quality assurance reviews, completing reports within Service Level Agreements and providing support in ensuring compliance of all ADCs within your regional area. Depending on your choice, each EQA will be responsible for one or two regional areas as listed below:

1. United Kingdom and Republic of Ireland
2. Italy and Malta
3. Greece and Cyprus
4. Spain
5. Portugal

## Key Responsibilities

- Conduct **Centre visits** on an annual basis as and when required to ensure consistent delivery of the qualification across the Centres. Centre visits can be both inspection of physical facilities or remote.
  - Provide advice and guidance on Quality Assurance activities to ADCs and prospective ADCs
  - Ensure that ADCs have met all ISTD requirements as described in the Centre Agreement and the Centre Handbook
  - Complete reviews on Centre performance and compliance.
  - Complete observations of assessments and Internal Verification to ensure the standards of marking are maintained and that unit outcomes are securely awarded as per the ADC Handbook
  - Audit the internal processes of ADCs and prospective Centres
  - Complete investigations and additional Centre activities as are required
  - Ensure that up to date knowledge is maintained in areas of competence
  - Attend standardisation and training meetings as required by the Quality Assurance Department
  - Conduct Staff and Learner interviews as required
  - Check and verify that Centre adhere to the Conditions of Recognition by the regulators and ISTD policies and procedures.
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## Person Specification:

### Key Requirements

- Have subject expertise on ISTD dance teaching qualifications
- Have recent, relevant experience of internal or external quality assurance of Ofqual regulated qualifications
- Excellent verbal and written communication skills
- Ability to produce excellent reports to agreed deadlines
- Excellent interpersonal skills and proven organisational ability
- Available to travel within the agreed region
- Be prepared to work in a regulated environment with a constant eye to maintaining and improving regulatory compliance

### Desirable qualifications or expertise:

- Have subject expertise on ISTD dance teaching qualifications and
- Have a relevant qualification or experience for internal or external quality assurance of assessment processes and practices.



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## **Equipment**

You must have your own laptop and broadband. You must have necessary equipment to conduct video meetings on Ms Teams or Zoom as required.

## **Equal Opportunities**

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender, and socio-economic background. If you have any access needs or there are any barriers to access, please let us know this in your application or if you would like to discuss any of this prior to applying please email: [pqmanager@istd.org](mailto:pqmanager@istd.org)

## **Method of Application**

To apply as an External Quality Assurer please send a letter of application and CV to [pqmanager@istd.org](mailto:pqmanager@istd.org)

Your letter of application should summarise what you are able to bring to the role and how you meet the person specification.

**Applications Close:** Friday 29<sup>th</sup> July 2022