



Imperial Society of Teachers of Dancing

Job Profile Teacher Training Manager

Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 90,000 examinations each year.

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.

Summary of Role

To coordinate and promote qualifications in the Theatre Dance and Dancesport genres, to support the society to deliver high quality syllabi. The role requires the individual to work closely with a range of stake holders to administer and support the development of the ISTD's performance qualifications.

This role will report into the Head of Qualification Development.

Key Responsibilities

- Oversee the management of teaching qualifications developments and reviews identifying areas of development.
- Line manage the Teaching Qualifications Coordinator, supporting them to liaise and communicate positively with tutors and carry out required delegated activities
- Support the Teaching Qualifications Coordinator to ensure that they are meeting individual and departmental targets through the ISTD's Performance Motivation processes
- Working with the Head of Qualification Development to identify and act upon the training needs and requirements for Approved Tutors, Examiners, and Assessors in relation to professional qualification delivery, facilitating high quality teacher training in the U.K and Internationally
- Managing and designing annual training for tutors, including mandatory tutor training ensuring it is relevant and fit for purpose.
- Leading Tutor Surgeries and supporting Tutors with enquiries about curriculum content



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- Managing the development of resources for Tutors to support tutor delivery for all of the ISTD`s teaching qualifications.
- Devise and write teaching materials as required for print or digital to support the ongoing development of members.
- Communicating regularly with Tutors to ensure they are continually updated in all aspects of delivery of ISTD`s teaching qualifications
- Support members and guide them with appropriate teaching qualifications and progression routes.
- Lead on APEL working with the teacher training coordinator to administer ensuring the process is timely and carried out to support on-going teacher progression and promoting ISTD membership
- Managing standardisation processes and assessor training for teaching training qualifications
- Working with the Head of Teacher Training and Qualification Development to identify and develop partnerships and external relationships to support the development and promotion of the ISTD teaching qualifications.
- Oversee the management of allocated budgets following organisational strategy and operating practices, and reporting as necessary, ensuring that all income and expenditure is properly recorded for audit purposes
- Working with the Head of Qualification Development to ensure that teacher training projects are completed on budget and on time
- Contributing to the development of Totara, the ISTD`s learner management system
- Liaising with internal and external stakeholders to develop ISTD teaching qualifications and ensuring that EDI is deeply embedded into teaching qualifications and training. Attendance at and contribution to Teaching Qualifications Panel meetings

Person Specification

Essential skills

- Educated to degree level in dance, or an associated subject.
- Relevant specialist teaching qualification
- In-depth specialist understanding of best practice in dance teaching and learning.
- Experience of designing and delivering high quality training to meet the needs of the learners.
- Excellent verbal and written communication skills in English, with a proven ability to provide information to a wide range of audiences.
- Good analytical problem-solving skills to support effective decision making
- Demonstrable ability to manage, organise and coordinate projects
- Experience of creating a range teaching resources in different forums.
- Confident use of Microsoft office and experience of LMS digital platforms e.g. Moodle, Totara etc.
- Attitude of personal responsibility and accountability and a flexible and ‘can do’ attitude towards the workplace



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Advantage

- Previous experience of working within a dance, dance education or training environment, or similar.
- Proven people management experience and the ability to work both independently and as part of a team.

Working Hours

This is a part time role, working 21 hours a week (0.6). The days can be negotiated but it is expected that the hours will be worked over at least two full days, from 9am to 5pm, with a one hour lunch break.

Flexibility to attend some meetings, courses and events held on weekends and outside of normal working hours will be required.

Time off in lieu will be earned for any weekend work.

Additional Information

This role is offered on a hybrid working basis, the terms of which will be negotiated with the successful applicant, based on geographical location.

When working remotely, the Teacher Training will be required to work from home in an environment with a high-speed broadband.

The office remains open from Tuesday to Thursday and is available for those who would prefer to work in the office environment or have difficulties working remotely.

Hybrid and remote working will be regularly reviewed on an ongoing basis and requirements may change, in line with any new government advice or the business needs of the ISTD.

Remuneration

The annual salary for this position will be a Grade D – Manager, (which ranges from £36,017 - £42,359 per annum), depending on experience.

Additional Benefits

- Flexibility; this role can be worked on a Hybrid work basis, (with at least one visit to the office a month for meetings/training). On days working in the office, employees have the option to adjust their start/finish time to avoid busy commuting times. More information is available in the ISTD Hybrid Work Policy.
- 25 days paid holiday each year (plus the 8 public/bank holidays). In addition, 4 days between Christmas and New Year when our office building is closed; 37 paid days in total. Annual leave and bank holidays will be pro-rata for part time employees.
- Season ticket loan available.



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- Employer Pension Contribution matched up to 8%. You will be auto enrolled into the pension scheme after 3 months of employment. Employee contribution must be minimum 4% and is matched by ISTD to a maximum of 8% (although employees can contribute more than 8%).
- Employee Assistance Programme, consisting of 24/7 telephone access to a trained counsellor, financial advisor or a nursing and midwifery council registered nurse. Access to the My Healthy Advantage App with live chat facility, wellbeing videos and articles, mini health checks, 4 week plans for lifestyle changes and a mood tracker.
- Virtual GP Service, complimentary 24/7 unlimited access any day of the year. Book appointments, arrange private prescriptions and fit notes anywhere in the world. Second Medical Opinion available – for greater peace of mind. Also covers Dependents.
- Funeral Concierge Service, includes easy-to-use will writing tool. When help is needed, the 24/7 Advisors are one phone call away, ready to personalise the funeral plan and compare and negotiate best prices at any funeral home in the world.
- ISTD provides employees with Life Insurance benefit provided by MetLife. MetLife provides a death in service benefit, based on a multiple of three times your annual salary, bereavement and probate service to the family. This benefit is available to all employees after they have passed their probation and are below the age of 70 years.