



Imperial Society of Teachers of Dancing

Job Profile - Teacher Training Officer (Emergency Cover)

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 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.

Summary of Role

We are looking for an individual to work on a temporary basis of 2 months to cover a colleague on leave. The role of the Teacher Training Officer will be to effectively coordinate ISTD teaching training courses with a focus on the Level 6 Diploma in Dance Pedagogy (DDP) course, Licentiate and Fellowship qualifications.

The individual will be required to support Head of Teacher Training with tutor training planning and delivery.

This role will report directly to the Head of Teacher Training.

Key Responsibilities:

The Teacher Training Officer will be responsible for the following areas:

- To coordinate the efficient administration of all areas of the ISTD higher level teaching training programmes.
- To communicate and liaise with students, tutors and assessors to ensure effective delivery of the Level 6 DDP qualification including recruitment, training of tutors, registration of learners, monitoring of student progress and assessment.
- To administer, plan and to contribute to presentations and teaching training delivery as required by Head of Teacher Training.



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- To coordinate and track Level 6 DDP qualification budgets reporting to Head of Department regarding costs and expenditure including setting up of student payment plans, monitoring fees and overall budget schedules.
- To support members with the LMS system 'Totara' - supporting Level 6 DDP and e-learning for initial and higher level teacher training programmes: uploading assignments and resources; liaising with students, centre tutors and assessors; providing guidance with orientation, and support with relevant Totara training.
- To follow organisational processes in dealing with financial transactions and maintain appropriate records as required.
- To administer the Accreditation of Prior Experiential Learning (APEL) process including collating applications, keeping accurate and full records and formally communicating decisions to applicants.
- To work collaboratively and flexibly to support the broader team with events, open days and courses.
- To confidently and positively promote the ISTD teacher training courses and education activities, liaising with external organisations as required, taking part in careers fairs and exhibitions as required.
- Contribute to broader Education & Training activities and participate in projects or tasks as required by the Head of Teacher Training in order to support the Society's Aim and objectives.

Advantage

- To hold a teaching qualification or be willing to work towards gaining a teaching qualification.
- Experience of working with a LMS System: Totara, Moodle, or similar.

Person Specification

To take up the role of Teacher Training Officer, the individual will need to be engaged and motivated in the work and mission of the Society:

- Hold an undergraduate degree (ideally in dance / related arts / arts education or such like).
- Proven administrative ability, with experience of processing data accurately and demonstrating excellent attention to detail while multi-tasking and meeting deadlines.
- Experience of planning and organising dance or educational training.
- Experience of working within a dance, dance education, training environment or similar.
- Excellent interpersonal and communication skills, particularly in dealing efficiently and competently with telephone and email queries from customers.
- Ability to manage and maintain accurate and up-to-date budgets.
- Proven experience of working in an accurate, organised and methodical manner within a busy department.
- Ability to prioritise workload and manage multiple deadlines within tight timeframes.
- Strong working knowledge of Microsoft Office programmes: in particular Excel, Word, Outlook and PowerPoint.



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- Demonstrable ability to present and deliver key information in face-to-face and online training sessions to support dance tutors, teachers and assessors.
- Willingness and ability to work from own initiative and problem solve, remaining aware of own limitations and seeking support when necessary.
- Proven experience of working effectively in a team to deliver excellent customer service.
- Proven ability to work flexibly, maintaining a 'can-do' attitude and taking responsibility and accountability for actions.

Working Hours

This is a part-time role, working three days a week (21 hours), between Monday to Friday from 9am to 5pm, with a one hour lunch break, on a temporary period of 2 months to cover a colleague on leave.

The Teacher Training Officer will need to be able to work flexibly outside office hours, on occasions, as and when required.

Additional Information

- This role will be offered on a Hybrid work basis.
- When working from home the individual will be required to work in an environment with a high-speed broadband. However, the office is open and available to those who would prefer to work in the building.
- The Teacher Training Officer will be expected to work from the office for 1 day a week with the Education and Training team.
- Hybrid working will be reviewed on an ongoing basis and employees may need to revert to homeworking, in line with government advice.

Remuneration

The annual salary for this position will be a Grade C – Higher Officer (which ranges from £26,000 - £30,499 per annum), depending on experience.

This will be pro-rata for the part time hours worked, and for the period of sickness covered.

Additional Benefits

- You are entitled to 25 days paid holiday each year (plus the 8 public/bank holidays) and 4 days around Christmas and New Year when our office building is closed; 37 paid days in total.
- 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%).



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- 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.

Training

The Teacher Training Officer will be supported in their new role with an initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their responsibilities.

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:

hr@istd.org

Method of Application

To apply, please send a letter of application and CV to hr@istd.org. The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).