



Imperial Society of Teachers of Dancing

Role Title:	Assessor
Employment Type:	Self Employed Freelance basis
Hours of work:	Variable
Area of Practice:	Assessment of Level 4 Diploma in Teaching Community Dance (DTCD)
Languages:	English
Location:	Remote work

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.

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 the Role

The Imperial Society of Teachers of Dancing is looking to appoint two (2) Assessors for:

- **DTCD Unit 2: Applied Teaching Practice**

Main purpose of the role:

- To assess learner work in accordance with the standards, assessment criteria, marking guidance and advice as provided by the ISTD and Lead Assessor.
- To participate in annual professional development and standardisation activities.

Key responsibilities:

- Working effectively as part of a team to mark assessments against the assessment criteria and learning outcomes as per the ISTD marking guidance and level descriptors.
- To submit marks and detailed learner feedback reports to the ISTD within designated timescales demonstrating evidence-based decisions and outcomes.
- Working collaboratively with the ISTD Quality Assurance Department and the assessment team taking direct instruction and feedback from the Lead Assessor.
- To inform ISTD of any potential malpractice and irregularities that may occur in assessments.
- To note and take into consideration in accordance with agreed procedures, any reasonable adjustments notified by the Quality Assurance Department as pertaining to learners.
- To respond promptly to Enquiries About Results (EAR) as requested by the Quality Assurance department within agreed timelines.
- To attend regular assessor standardisation meetings (up to 3 days per year).
- To declare any personal or professional conflict of interest in relation to a specific candidate or Approved Dance Centre or Tutor.
- To maintain confidentiality of sensitive information.

Person Specification:

To take up the role of Assessor, individuals need to be engaged and motivated in the work, values and mission of the Society. Commitment, engagement, and reliability are key to fulfilling your responsibility as an



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Assessor.

The assessor must demonstrate;

- Commitment to equity, inclusion, and diversity.
- Significant experience of teaching community dance in a range of dance settings.
- Relevant degree and/or dance teaching qualifications.
- Proven experience of assessing dance or dance teaching at Level 4 and above.
- Current DBS status or equivalent..
- Proven experience of internal and external verification processes including formal report writing.
- Subject specialism in community dance practice.
- Proven experience of lecturing and delivering qualifications or dance teaching at level 4 and above.
- Experience of working with Virtual Learning Environments and confident use of I.T.
- Strong interpersonal written and verbal communication skills.
- Experience of handling sensitive and confidential information.
- Effective and proven time management skills.
- Experience of working with assessment and/or a willingness to learn online tools.

Equipment

You will need to have your own laptop/PC with high-speed broadband.

Working Hours

This is a freelance role; therefore, you will work variable hours as and when required. You will need to be available for all assessment windows. There are three assessment windows per academic year.

Fees

Fees will be based on an hourly rate of £38.43.

Mandatory Standardisation Training will not be paid – this is up to 3 days per year. Any travel expenses to a venue if required would be provided.

Training

The Assessor will be supported in their role with training and development.

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: Letter of application and CV

Please email your application and cover letter to pqmanager@istd.org before the closing date.

Applications Close: Friday 18 September 2026

Interviews: w/c 28 September 2026