

Job Profile

Director of Education

About the ISTD

ISTD exists to make teaching and learning dance accessible to all.

Our membership is recognised as the mark of quality dance teaching around the world. We support teachers to develop their careers and businesses through progressive training, performance qualifications and events. Together, we aim to build a diverse and sustainable dance profession by championing inclusion and increasing access to dance teaching

The Society is a registered educational charity (250397), regulated examinations board, and membership association. With 6000 members in 59 countries worldwide, we conduct over 120,000 examinations and 20,000 hours of Continuing Professional Development each year.

Summary of Role

- Lead on the development of ISTD's Teacher Training, Events, Professional Development and Qualification Development.
- Ensure that current and future dance teachers are trained to the highest standards.
- Actively pursue opportunities for new growth, in line with ISTD's mission and Strategic Plan
- Support the business planning and direction setting for ISTD.

Responsible to:
Chief Executive Officer

Responsible for:
Teacher Training (including ISTD Academy), Qualification Development, Continuing Professional Development and Events

Line manages:
Head of Qualification Development, Head of CPD and Events, and ISTD Academy Programme Manager

Key Responsibilities:

- Key duties and responsibilities
- Departmental duties and responsibilities
- Lead on dance education and training to support ISTD teachers worldwide, working in close collaboration with the Chief Executive, Board, and other Directors.
- Promote growth and innovation by leading on the strategic development of new qualifications, teacher CPD and student events to meet evolving customer needs and attract new teachers and learners.



- Establish clear oversight of product life cycles to ensure new products fulfil their commercial potential, working closely with the Marketing and Examinations departments.
- Lead on the development of online CPD and student events so that members can access high quality, cost-effective training throughout the world.
- Lead on the development and growth of ISTD Academy as a subsidiary company of the ISTD.
- Develop strategies to maximise adoption of new products and services, to generate new members and trainee teachers resulting in greater exam entries, course and event attendance.
- Oversee the distribution of teacher bursaries ensuring parity, inclusion and diversity.
- Act as the Society's Designated Safeguarding Lead.
- Support initiatives to increase the demographic diversity of the ISTD membership and their students.
- Director duties and responsibilities
- Identify and implement strategic opportunities for growth in line with ISTD's mission, core values and the aims of its strategic plan.
- Foster new partnerships and nurture existing relationships with stakeholders and policymakers nationally and internationally.
- Set and manage departmental budgets, including setting financial targets, approving invoices and contributing to the monthly management account reporting.
- Review and, where necessary, redesign departmental staffing structures to meet the financial and performance targets of the Business Plan.
- Initiate and oversee programmes of continuous improvement to ensure that all work streams are conducted with optimum efficiency and to the highest standards.
- Ensure all services are customer-focused and delivered to the highest quality.
- Work collaboratively with the Chief Executive Officer, Directors and direct reports to ensure that key performance indicators are consistently achieved.
- Support and nurture staff development to ensure high quality delivery of all services.
- As a public facing role, present the values and ideals of ISTD at all times.
- Research and gather business intelligence to support effective business development.
- Undertake any other duties necessary to this post as delegated by the Chief Executive Officer.

Person specification

Education and qualifications

- Degree level qualification in Dance, Arts Education or equivalent.

Knowledge and experience

- Substantial experience in leadership roles at Director or Senior Manager level, leading and motivating teams to deliver high quality results.
- Extensive experience of working in a senior level role in dance or arts education environment or similar.
- Proven track record of the developing and delivering teacher training and / or CPD programmes.



- Proven commitment to increasing demographic diversity in dance participation.
- Experience in the development and / or delivery of online course provision.
- Comprehensive understanding of best practice in dance teaching and learning.
- Experience of developing organisational strategy and successfully implementing change.
- Ability to steer the organisation towards achieving its objectives while operating effectively, responsibly, legally and sustainably.

Competencies

- These are an indication of some of the observable behaviours needed for successful performance of this role.
- Technical
- Demonstrates business acumen, making a significant contribution to the creation, implementation and evaluation of ISTD's strategic plans.
- Develops and implements a clear teacher training strategy for ISTD, working in close collaboration with the Chief Executive Officer.
- Recommends and implements strategies to increase the demographic diversity of ISTD's membership and its students.
- Develops and implements a clear business strategy for ISTD's online course provision.
- Demonstrates thorough, current safeguarding knowledge.
- Monitors and applies relevant legislation, policies and procedures.
- Nurtures new and existing partnerships, strengthening and extending ISTD's sphere of influence.
- Communicates complex issues in a simple and understandable manner.
- Identifies and manages risk appropriately, using risk management techniques for the best interests of ISTD and its stakeholders.
- Drives efficiency from both administrative and financial perspectives.
- Evaluates the financial impact of decisions and works within allocated budgets.
- Leadership and management
- Ensures that initiatives and priorities in their department(s) effectively deliver business objectives and are aligned with ISTD's strategic priorities.
- Displays resilient and motivational leadership to maximise team and employee performance.
- Clearly delegates authority to match employees' responsibilities and capabilities.
- Leads by example, acting as a role model for integrity and fairness, and promoting a culture of opportunity, collaboration, equality and diversity.
- Promotes the sharing of expertise and supports learning opportunities across ISTD.
- Behavioural
- Makes sound and timely decisions based on an analysis of relevant information.
- Acts proactively and thinks strategically to anticipate ISTD's needs.
- Delivers innovative solutions to complex problems.

- Demonstrates excellent interpersonal and negotiation skills.
- Credible when communicating decisions and managing others' expectations.
- Able to challenge and influence, building and maintaining effective relationships within and outside ISTD.
- Applies professional and ethical judgement, taking responsibility for their own performance.

Working Hours

This is a full-time role, working 35 hours a week, from Monday to Friday from 9am to 5pm, with a one hour lunch break.

Additional Information

- This role will be offered on a Hybrid work basis (2 days worked in the office and the remainder of the week can be worked remotely). When working remotely, the postholder will be required to work from home in an environment with a high-speed broadband.
- The office remains open from Monday to Friday and is available for those who would prefer to work in the office environment or have difficulties working remotely.
- Hybrid working will be reviewed on an ongoing basis and employees may need to revert to homeworking, in line with any new government advice.

Additional Benefits

- **Flexibility**; this role can be worked on a Hybrid basis, (2 days in the office and then one day, Friday can usually be worked from home, *subject to studio bookings*). More information on flexibility 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. This will pro-rata accordingly for the part time hours worked.
- **Season ticket loan** available.
- **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.



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- **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

Training

You will be supported in the 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: recruitment@istd.org

Method of Application

Please send a letter of application and CV to recruitment@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).

The closing date is Friday 10th October 2025.