



Imperial Society of Teachers of Dancing

JOB DESCRIPTION AND PERSON SPECIFICATION Head of Faculty Development

Role purpose

- Support the artistic development of ISTD by nurturing and supporting the Faculty(s) to ensure the continued success of their genres.
- Promote the development of dance teaching and learning in the particular disciplines, genres, and styles embraced by the Faculty.
- Responsible for facilitating the development of progressive syllabi and the development of examinations.
- In consultation with the Faculty Committee support the organisation and promotion of Faculty events

Responsible to: Director of Dance.

Responsible for: ISTD Faculty Committee(s) syllabi, Examiners, Teaching Teams and events.

Line manages: n/a

Key duties and responsibilities

In consultation with the Faculty Committees:

- Work closely with Faculty Committee(s), the Examinations Directorate to facilitate the provision of an appropriate number of Examiners appointments, their training, upgrading, and monitoring.
- Facilitate all aspects of Faculty qualifications development and promotion, consulting with other departments, as necessary
- Work closely with the Faculty Committee(s) and Education Directorate to ensure the provision of appropriate Teaching Teams, and their training and monitoring to maintain high quality teacher training.
- Attend all Committee meetings and supervise the Faculty Co-ordinator to ensure the plans of the Committee are actioned appropriately and that communication is consistent.
- Work closely with the Faculty Co-ordinator to ensure all aspects of secretarial and administrative support are actioned appropriately and effectively.
- Oversee effective and appropriate communications about the work of the Faculty, serving as the first point of contact for Faculty related communications and enquires.
- Represent the perspective of the Faculty in all internal meetings and in public forums.
- Formulate annual Faculty development plans, and associated budgets, and present these for approval to the Director of Dance.
- Facilitate the development of Faculty events and their efficient, high quality delivery working in consultation with other departments.
- Facilitate the development of Faculty-related educational materials to support teachers working in consultation with other departments.
- Manage Faculty budgetary expenditure.
- Contribute to cross-Faculty initiatives, such as increasing the demographic diversity of the ISTD membership and their students, as specified by the Director of Dance.

- Support the Education Directorate with responding constructively to Faculty-related complaints about Teachers.

Person specification

Education and qualifications

- Vocational training, degree, or professional experience in a relevant dance genre.

Knowledge and experience

Essential

- Experience working at a Manager level, leading, and motivating teams to deliver high quality results.
- Ability to work collaboratively with a wide range of stakeholders, demonstrating strong interpersonal and people management skills.
- In depth knowledge of dance training methodologies and a sound understanding of best practice in dance teaching and learning.
- Thorough knowledge of dance education and training.
- Excellent organisational skills, including demonstrable administrative experience.
- Proven ability to guide new initiatives to fruition, while operating effectively, responsibly, legally and sustainably.
- Commitment to increasing demographic diversity in dance participation.

Desirable

- In-depth knowledge of one, or more ISTD syllabi pertinent to this post.
- Experience as an examiner, assessor and / or teacher trainer.
- Teaching qualification at Licentiate, or equivalent.

Salary: pro rata £40,000 – £45,000

Please send CV's to hr@istd.org