

Job Profile

Head of Qualification Development

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.

Istd.org

Summary of Role

To lead the development of all ISTD training qualifications to ensure the continued success and relevance of all genres for the ISTD. To actively pursue opportunities for innovation and development in line with ISTD's mission and strategic plan.

Head of Qualification Development will work directly with Director of Education and oversee a team comprising of Qualification Development and Teacher Training.

Key Responsibilities:

- To oversee and lead qualification development for the ISTD to ensure suitable, relevant, inclusive and specialist programmes that are market driven and meet regulatory compliance and national standards.
- To lead, manage and support the teacher training and development team to carry out their work effectively to a high standard in line with the ISTD development aspirations.
- Work in close collaboration with the qualification development team, internal and external stakeholders including those responsible for standards to ensure continued quality and relevance of all ISTD syllabi and teaching qualifications, leading on the development of new initiatives.
- To oversee and take responsibility for faculty committees in terms of their responsibilities and roles to the ISTD to ensure that there is collaboration and working groups that represent the membership.
- Lead on the delivery of range of cross faculty meetings ensuring communication with committees and stake holders are active and transparent and that their voice is represented and heard.



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- As a member of the Extended Leadership Team, offer active participation and involvement in the development and execution of the overall ISTD Strategy, contribute to the delivery of the ISTD Business Plan, and ensure that reports are provided to relevant committees as requested.
- Work with the Director of Education to analyse, identify and implement strategic opportunities for growth in line with ISTD's mission, core values and the aims of its Business Plan building existing external relationships and new partnerships.
- To identify and act upon the training needs and requirements for members, approved tutors, examiners, and assessors in relation to qualification delivery liaising and collaborating with Head of CPD to facilitate high quality teacher training in the U.K and Internationally.
- Lead on initiatives to increase the demographic diversity of the ISTD membership and their students through qualification development.
- Maintain an international perspective to the development of ISTD's qualifications.
- To oversee all support resources and materials to ensure relevance and compliancy and that they meet the requirements of internal and external parties e.g. Ofqual, ISTD Quality Assurance, Lead Examiners, Members etc.
- Support and collaborate with the development of e learning overseeing assessment materials on the online platform 'Totara' ensuring resources are current, relevant and are reviewed on a regular basis to meet the educational needs and demands of the target audience.
- Contribute to the decisions within in the APEL process and guide the team to carry out this process to support dance teachers to access ISTD teacher qualifications.
- Manage allocated budgets following organisational strategy and operating practices, and reporting as necessary, ensuring that all income and expenditure is properly recorded for audit purposes.
- Actively contribute to papers and participate in Qualifications Committee and Teaching Qualifications meetings.
- Contribute to the marketing of the organisation and its service, including the provision of articles, as required, to 'Dance' magazine and other social media platforms.
- Actively collaborate with inter departmental teams and Heads of Departments to implement and carry out projects and initiatives to continue to improve efficiencies and customer service and drive growth for the society.
- As a member of the Extended Leadership Team, participate in any other meetings projects or tasks as required to support the strategic direction of the organisation.

Person Specification

- Educated to degree level in dance, or an associated subject.
- Qualified Teacher at QTS, QTLS, Fellowship or equivalent
- In-depth understanding of best practice in dance teaching and learning.
- Experience of planning, developing, and delivering regulated qualifications to meet the needs of the learners.
- Experience of working within a dance, dance education or dance training environment.
- Excellent verbal and written communication skills in English, with a proven ability to provide and present clear reports and information to a wide range of audiences.



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- Strong analytical problem-solving skills to support effective decision making and to resolve difficulties encountered.
- Proven people management experience and the ability to work both independently and as part of a team.
- Demonstrable ability to manage budgets, to deliver the service required whilst achieving good value for the organisation.
- Attitude of personal responsibility and accountability and a flexible and 'can do' attitude towards the workplace.

Advantage

- Experience of working within an accredited training, education, or awarding body context.
- Experience of working internationally.
- Prior knowledge / experience of the private dance sector.

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.

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 work basis (2+ days in the office and the remainder of the week working remotely). When working remotely, the Head of Qualification Development 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.

Remuneration

The annual salary for this position will be a Band F (which ranges from £51,331 to £60,390 per annum), depending on experience.

Additional Benefits

- **Flexibility;** this role can be worked on a Hybrid basis, (2 days in the office and the remainder can be worked from home). 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.
- **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.

Training

The Head of Qualification Development 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: 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).