



Imperial Society of Teachers of Dancing

Job Profile

ISTD Academy Programme Manager

Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. The 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.

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.

The Academy

The training subsidiary, named ISTD Academy, has been created to ensure ISTD has a separation from the regulatory requirements as an Awarding Organization and the delivery of qualifications.

This ensures that the charity can manage the conflicts of interest arising from its dual role as a training provider and a regulated qualification provider.

The Academy should be an exemplary of good practice; showing the ability to innovate and explore new methodologies and courses, demonstrate outstanding delivery to support a diverse range of teachers to thrive and progress in an environment that is creative and forward thinking.

The Academy will support the ISTD in the delivery of its primary purpose to educate the public in the art of dancing by offering a range of initial and higher teaching qualifications.

Summary of Role

This role is an opportunity for an individual to manage, grow and develop an ISTD teacher training centre. The management role is full time with the potential to develop into Head of Centre over time.

The purpose of the role is to establish the Academy as an outstanding centre that facilitates learning and progression for teachers across a range of programmes. You are required to take ownership of the business plan and drive this forward to create a range of programmes that inspire teachers and enables the Academy to grow.

The individual will have an excellent knowledge of dance and teaching with the ability to supervise and guide tutors and lecturers to ensure high quality delivery for all students. You will manage freelance staff and support students pastorally to achieve their programmes.

In this role you will be required to take responsibility for data, finance and curriculum development, working closely with both Head of Teacher Training and Director of Education to drive forward the key data sets. Head of teacher Training would be your direct line manager. You will need to be highly organised and proficient with running multiple courses and experience of online programmes and delivery.

The role requires resilience, innovation and drive for someone who would like to build a thriving teacher training centre on behalf of the ISTD.

Key Responsibilities:

- To create and maintain all centre related policies and procedures to ensure the robust day to day running of the Academy.
- To run a range of programmes for the Academy as an Approved Dance Centre ensuring that the ISTD receives all documentation as and when required in order for students to progress within their programme.
- To work closely with the business plan and prepare all areas of programmes to ensure they are well structured, viable and on schedule.
- To create structured programme timetables, set up zoom links and ensure all content can be achieved within the timeframe to ensure successful achievement of the qualification.
- To recruit and supervise qualified tutors and lecturers to ensure high quality delivery of the programme.
- To coordinate and organise contracts and delivery with freelance staff employed for the programme ensuring excellent communication and a consistent and high-quality approach.
- To proactively observe and support lecturing sessions to ensure students are receiving good delivery and value for money and that teaching is high quality with learning taking place.
- To actively give constructive feedback to freelancing staff to ensure on going progress, and high-quality delivery and that staff feel valued and invested.
- To remain up to date with pedagogical skills and knowledge to ensure delivery is beneficial and in line with current trends.
- To work collaboratively with the ISTD to market and promote the course to prospective students, preparing relevant copy on time.
- To interview and recruit students ensuring they can achieve and are on the right pathway for their career direction.
- To supervise and support students from induction to completion, ensuring good retention and achievement for ISTD Academy in line with KPIs.
- To set up the LMS programme in collaboration with ISTD to ensure the student journey is tracked and that eLearning is interactive and current.
- To register students and enter for examinations through ISTD systems.
- To innovate, plan and create e learning programmes in collaboration with contractors.
- To ensure that Equity Diversity and Inclusion (EDI) is embedded within all curriculum programmes and to challenge areas that may disadvantage others or not be in line with ISTD policy.

- To work collaboratively with line manager reporting all programme KPIs in relation to finance, attendance, retention, and achievement.
- To work collaboratively with the administrative coordinator to ensure all income and expenditure is tracked and accountable.
- To report financial and business plan progress to Director of Education to creating key reports as required for Academy Directors.
- To contribute to the creation an annual Academy self-assessment report - build upon the curriculum offer and increase the programmes in line with the strategic business plan.
- To carry out any relevant actions with integrity, inclusion, passion, innovation, and quality, putting students at the heart of the programmes to ensure the Academy meets it potential.

Advantage

- To hold a relevant teaching qualification.
- Working knowledge of syllabus and graded examinations with any society.
- Experience of working with a LMS System: Totara, Moodle, or similar.

Person Specification

- Hold an undergraduate degree or equivalent (Ideally in dance/related arts/arts education or such like)
- Proven experience of working within a dance, dance education or dance training environment.
- Proven experience of planning and organising dance or educational training independently - running curriculum programmes.
- Proven experience of delivering curriculum with evidence of prior teaching experience
- Proven knowledge of assessment and internal verification processes.
- Experience of managing a team and coordinating lecturers to deliver a high-quality programme.
- Excellent interpersonal and communication skills, particularly in dealing efficiently and competently with a range of stakeholders.
- Ability to manage and maintain accurate and up-to-date budgets.
- Ability to prioritise workload and manage multiple deadlines within tight timeframes.
- Ability to work independently, take initiative, make responsible decisions - carrying out the strategic vision of the Academy.
- Strong working knowledge of Microsoft Office programmes: in particular Excel, Word, Outlook and PowerPoint.
- Ability to adapt and learn differing programme software such as QUEST, Parnassus, and Think Smart.
- Experience and ability to work within an online capacity, to set up zoom and facilitate online forums.
- Demonstrable ability to present and deliver key information in face-to-face and online training sessions to support dance tutors, teachers, and assessors.
- Ability to self-motivate and work independently whilst also inspiring staff and following core plans and actions to meet the KPIs.

Working Hours

- This is a full-time post, working 35 hours a week, with an hour lunch break.

- The post requires flexibility to ensure programme delivery that is accessible for students and lecturers – therefore evening and weekends will definitely be required with TOIL given.
- The post holder will need to be able to work independently with minimal managerial intervention.

Additional Information

- This post holder will be working remotely for the majority of this role but will need to support in studio work as and when examinations or some lecturer delivery is required.
- Approximately 4 meetings a year at ISTD London will be required.
- The post holder will be required to pay their own expenses.
- A full induction programme will be carried out to include all relevant training for systems such as Totara, QUEST and Parnassus and any additional online processes.

Remuneration

The annual salary for this position is Grade E ranging from £38,792 - £45,636.

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%).
- 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.

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

Please submit a CV and letter of application as to how you meet this job specification and what you can contribute to this role and the Academy. Send to hr@istd.org

Applications open – Tuesday 11th April and close Tuesday 25th April

Interviews – Friday 12th May or Tuesday 16th May