



Imperial Society of Teachers of Dancing

Job Profile - Cecchetti Scholars Manager

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.

The Cecchetti Scholars is a scheme generously funded by **The Cecchetti Society Trust**. The scheme accepts talented young dancers, regardless of means, and is largely free of charge to those who are successful at audition in the Summer Term. Auditions are usually held in the Spring each year, and the tenure of a scholarship is 1 year. Classes are held over three, nine week terms and the current venue is Arts Educational, Chiswick.

Summary of Role

The Cecchetti Scholars Manager role carries responsibility for overall management and administration of the scheme, including classes and auditions, together with responsibility for engaging staff and some teaching responsibilities.

Key Responsibilities:

In addition to working closely with the Head of Faculty Development, the Cecchetti Scholars Manager will also be responsible for:

- Teaching and in-person management of classes: 4 hrs each week over 27 weeks p/a (2 hrs teaching and 2 hrs management per week)
- Administration of 135 hours spread over the year, with Terms 1 & 3 requiring the most hours.
- Main point of contact for ISTD Head Office, the scholars and their parents
- Handling of all correspondence and communications, both internally and externally with suppliers and with participants and their parents/guardians.
- Engagement of staff, incl. teachers, assistants, adjudicators & pianists as required, including and sign-off invoices.
- Liaison with Marketing Dept to promote the scheme to members and oversee timely production of assets & communication/advertising, as required for auditions and regular classes.
- Comms to participants re. audition procedures, incl. logistics and all other relevant info.



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- Update of T's & C's as required.
- Attendance at, and management of auditions and classes.
- Booking of venues and invoice sign-off.
- Safeguarding of all associated with the scheme; students and staff, to include uptake of references, DBS Checks - initiating and updating as required (in conjunction with Liam Mills)
- Logging of attendance records.
- Administration associated with any performances in which the scholars participate
- Responsibility for security of staff and student data, GDPR compliant data handling and sharing.
- Accurate record keeping and expense tracking, management of budget to inform the annual claim from the Trust.
- Attendance on an ad hoc basis if the Scholars are invited to perform at a particular event (once or twice per year).
- Annual scheme report required for The Cecchetti Trust.

The role would necessitate some attendance at Head Office for onboarding and system training. The majority of the administrative work can be carried out remotely, however the candidate may be asked to attend Head Office for occasional meetings, as necessary.

Administration is heaviest in the Spring Term when auditions are being set up.

Person Specification

To take up the role of Cecchetti Scholars Manager, the individual will need to be engaged and motivated in the work and mission of the ISTD and The Cecchetti Society Trust.

The Cecchetti Scholars Manager must demonstrate:

- A commitment to fairness and to promoting equality, diversity and inclusion.
- A wholehearted commitment to the mission of the ISTD.
- Knowledge of and an interest in dance education and training and the wider dance arts environment.
- A willingness to contribute ideas, thoughts, comments.
- Excellent verbal and written communications skills in English.
- Proven experience of developing and managing complex procedures in a fast paced, high volume office environment.
- Commitment to a high standard of customer service, with excellent interpersonal skills and confidence in dealing with enquires from internal and external contacts. Excellent organisational skills, coupled with the ability to multi-task, prioritise, remain calm under pressure, and see tasks through to completion whilst demonstrating accuracy and strict attention to detail. Critical thinking and good analytical problem-solving skills to support effective decision making.
- Excellent team player, working flexibly and with others to meet the needs of Members, customers and the organisation.
- Sound IT skills with good working knowledge of Microsoft Office, aptitude towards online management systems.



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- Attitude of personal responsibility and accountability and a flexible, 'can-do' attitude towards the workplace.
- Ability to maintain confidentiality and GDPR data protection legislation requirements.
- Experience of working with and/or a willingness and capacity to learn, a range of current online tools to support the role eg. *Microsoft Teams*, *Zoom* and other online systems.

Essential

- Highly experienced teacher of the Cecchetti Method of Classical Ballet.
- Excellent planning and administrative skills.
- Excellent knowledge of safeguarding protocols.
- **An Enhanced DBS check will be required due to the nature of this role, for more information please refer to the [ISTD Safeguarding Policy](#).**
- A current Safeguarding qualification at an appropriate level, or be willing to attend training to achieve this, in line with the [ISTD Safeguarding Policy](#).

Advantage

- Experience of running a scheme for young dancers.
- Experience of managing staff.
- Designated Safeguarding Lead and Lead First aider.

Working Hours

This is a part-time role teaching and in-person management of classes: 4 hours each week, over 27 weeks per annum, (2 hours teaching and 2 hours management per week) and Administration of 135 hours per year, with Terms 1 and 3 requiring the most hours.

Additional Information

- This role will be offered on a Hybrid work basis. 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 anyone who would prefer to work in the office environment or have difficulties working remotely.

Remuneration

The annual salary for this position will be a Grade C – Assistants / Receptionists, (which ranges from £ 29,405 to £34,631), depending on experience. This will be pro-rata accordingly for the part time hours worked.

Additional Benefits

- **Flexibility;** this role can be worked on a Hybrid basis, with the majority of administration work taking place remotely. Teaching must take place in the Studio. More information on flexibility is available in the ISTD Hybrid Work Policy.



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- **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.
Please note – There is a restriction to booking annual leave during the Scholars scheduled term time/while classes are running.
- **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.
- **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 Cecchetti Scholars Manager will be supported in their new role by the Senior Dance Administrator, 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:

hr@istd.org

Method of Application

To apply as a Cecchetti Scholars Manager please send a letter of application and CV to hr@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



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recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity). An Enhanced DBS check will be required to due to the nature of this role, for more information please refer to the [ISTD Safeguarding Policy](#).