



## Job Profile

### Head of Theatre Dance Qualifications

#### 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](http://Istd.org)

#### Summary of Role

To oversee, and manage syllabus developments and reviews, within the Theatre Dance genres at the ISTD. Responsible for facilitating the development, design and creation of progressive syllabi in collaboration with the Head of Qualification Development. To oversee all elements of genre-specific projects from graded examinations to teaching qualifications to ensure work is current, engaging, and inspiring for students and members and enables access to dance.

Responsible to Head of Qualification Development.

#### Key Responsibilities:

##### Line management of

- Faculty Coordinator (full time)

##### Responsibilities:

- Lead on the project management of qualification development activities for syllabus related developments and reviews within Theatre genres
- Lead on the creation of proposals and budgets for Theatre based syllabus developments and reviews in collaboration with Head of Qualification development.
- Work with Head of Qualification Development to ensure that all specified Theatre qualifications projects are achieved within budget and on time
- Oversee and complete all regulatory processes for identified syllabus development projects



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- Contribute to the strategic direction of the Society and the development of business planning
- Oversee the development and approval of marketing materials for syllabus developments
- Lead on the creation and updating of specifications and syllabus books for Theatre developments and EDI updates
- Lead stakeholders focus groups, ensuring diverse voices contribute to the development of Theatre qualifications
- Line manage the Faculty Coordinator, supporting them to liaise and communicate positively with committees and carry out required delegated activities
- Support the Faculty Coordinator to ensure that they are meeting individual and departmental targets through the Performance Motivation processes.
- Act as the main point of contact for advising on ARA applications for Theatre exams
- Attend APEL interviews and advise on suitability of applicants in relation to Theatre syllabus qualifications
- Attendance and contribution to Qualification Development Committee (QDC) meetings and Cross-Faculty meetings as required
- Chair Committee meetings for Theatre genre Committees
- Advise on the development of CPD courses and digital resources
- Advise on membership applications, as required
- Support the Faculty Coordinator in contributing to social media content associated with Theatre genres syllabus developments and events
- Contribute to reports and presentations as part of qualification development for the ISTD Board, and other stakeholder groups as and when required

## Person Specification

- Vocational training, degree and/or professional experience in a relevant dance genre
- In depth specialist knowledge of at least three Theatre Dance genres, including knowledge of the ISTD's syllabi
- Proven experience of working at a manager level, leading and motivating teams to deliver high quality results
- Ability to manage projects that stay within budget and to agreed timescales
- Ability to work with a wide range of stakeholders, demonstrating strong interpersonal and people management skills
- Ability to problem solve and work with autonomy as well as take direction and work collaboratively
- 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



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- Commitment to increasing demographic diversity in dance participation.

## Advantage

- Experience as an examiner, assessor and /or teacher trainer.
- Teaching qualifications at Licentiate or equivalent.

## 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 (for fulltime employees this is 2 days in the office and the remainder of the week working remotely from home, and for part-time employees this is usually 1 day a week in the office and the remainder working from home).

When working remotely, the Head of Theatre 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 E, (which ranges from £ 43,631 - 51,330, per annum), depending on experience.

## 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



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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

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](mailto:recruitment@istd.org)

## Method of Application

Please send a letter of application and CV to [recruitment@istd.org](mailto: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 candidate 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).

Employment with ISTD is subject to proving right to work in the UK.

The closing date is Mon 2nd February 2026.



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First stage interviews will take place in person at the ISTD office on Wed 11<sup>th</sup> Feb.

To arrange a confidential conversation about the role, contact Julie Campbell -  
[jcampbell@istd.org](mailto:jcampbell@istd.org)