



Imperial Society of Teachers of Dancing

Job Title: Lead Moderator
Contract Type: Self Employed

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.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 120,000 examinations each year. We were recently listed by Ofqual as one of the top 20 largest awarding organisations in England and in the top 5 for delivery of performing arts examinations.

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.

Summary of the Role

The Imperial Society of Teachers of Dancing is looking to appoint two Lead Moderators for The ISTD Level 6 Diploma in Dance Pedagogy (DDP):

- Lead Moderator 1:
 - Units 1, 2 and 3 – Core Units
 - Unit 1 – Planning and Evaluating Programmes of Learning
 - Unit 2 – The Practice of Dance Teaching and Learning, and
 - Unit 3 – Reflective Practice
- Lead Moderator 2:
 - Unit 4 – Optional Units
 - Unit 4a – Teaching Classical Ballet
 - Unit 4b – Teaching Musical Theatre, and
 - Unit 4c – Teaching Dance in Education and Community Settings
 - Unit 5 – Optional Units
 - Unit 5b – Social, Emotional and Cognitive Development
 - Unit 5c – Choreography

Both roles require the Lead Moderator to be a specialist within teaching and learning with Lead Moderator 2 requiring subject specific knowledge.

Main purpose of the role:

- To set, lead and hold the standards for particular components within the ISTD qualification.
- To check and ensure that assessment judgements of Centre staff are consistent according to the marking guidance and the standards required of the qualification level.
- To conduct Annual Centre visits as and when required to ensure consistent delivery of the qualification and the related assessment activities across the Centres.
- To adhere to the conditions of recognition by the regulators and ISTD policies and procedures.
- To ensure the standards of marking are maintained and that grades are securely awarded for Level 6 teaching qualifications as a member of the Assessment Board.

Key responsibilities:

- To oversee the assessment decisions within a designated area demonstrating and holding the standard of that subject.
- To assess learner evidence of their competence against assessment criteria and learning outcomes



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within the qualification component.

- To lead on External Moderation activity, including checking and ensuring that assessment judgements of Centre staff/Internal Moderation are consistent across the cohort and over time and aligned with the appropriate level descriptors.
- To ensure that all evidence meets the standards of the qualification component, that it is accurately recorded and maintained in line with regulatory requirements and ISTD procedures.
- To ensure that no learner/s have been disadvantaged or advantaged and that standards have been applied consistently whilst ensuring inclusive practice.
- To submit External Moderation documentation, detailed feedback reports and clear actions to Centres and Quality Assurance department within designated timescales demonstrating evidence-based decisions and outcomes.
- To inform Quality Assurance department of any potential malpractice and irregularities that may occur in assessments.
- To report to the Assessment Board accurately and with informed outcomes and recommendations.
- To respond promptly to Enquiries About Results (EAR) as requested by Quality Assurance department within agreed timelines.
- To conduct annual Centre visits to ensure consistent delivery of the qualification and the related assessment activities across the Centres.
- To work collaboratively with the Education and Training, and Quality Assurance departments to ensure written documentation and marking guidance is accurate and supportive for Tutors, Moderators and the Assessment Board.
- To declare any personal or professional conflict of interest in relation to a specific learner or Approved Dance Centre or Tutor submitted for External Moderation.
- To ensure maintenance of confidentiality of sensitive information.

Person Specification:

To take up the critical role of Lead Moderator, individuals need to be engaged and motivated in the work, values, and mission of the Society. Commitment, engagement, and reliability are key to fulfilling your responsibility as a Lead Moderator.

The Lead Moderator must demonstrate:

- Commitment to equity, inclusion, and diversity
- Educated to a Master level in an Arts related subject and/or hold a Postgraduate Teaching qualification
- Proven experience of assessment, internal and external moderation including formal report writing
- Related subject specialism with teaching and learning and/or Dance knowledge
- Proven experience of lecturing and delivering qualifications in Higher Education
- Strong written and verbal communication skills
- Experience of handling sensitive and confidential information
- Ability to reflect as an individual, work with others to guide but also able to reach decisive final outcomes on standards
- Effective and proven time management skills
- Experience of working with online tools and virtual learning environments.

Equipment

The Lead Moderator must have access to their own laptop with high-speed broadband.



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Working Hours

This is a freelance role; therefore, the Lead Moderator will work variable hours. However, the assessment activity takes place throughout the year with time commitment required during these periods, and one Assessment Board meeting per year. There are also a minimum of two Annual Centre visits per year.

Fees

Fees for the Lead Moderator activities will be paid on an hourly rate of £45. In relation to training and Assessment Board work, specific Assignment Notes will identify the areas of consideration and outcomes required in relation to the total fee.

Training

The Lead Moderator will be supported to carry out their role with training and development.

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: pgmanager@istd.org

Method of Application

To apply as a Lead Moderator please send a letter of application and CV to pgmanager@istd.org

Your letter of application should summarise what you are able to bring to the role and how you meet the person specification.

Applications Close: Friday 08th April 2022

Interviews: w/c Monday 11th April 2022

Start Date: w/c 07th May 2022