



**Job Profile**  
**Teacher Training Manager**  
**(21 hours a week)**

**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 coordinate and promote qualifications in the Theatre Dance and Dancesport genres, to support the society to deliver high quality syllabi. The role requires the individual to work closely with a range of stake holders to administer and support the development of the ISTD's performance qualifications.

Responsible to the Head of Qualification Development.

**Key Responsibilities**

**Line Management of:**

- Teaching Qualifications Coordinator

**Responsibilities**

- Oversee the management of teaching qualifications developments and reviews, identifying areas of development
- Line management of the Teaching Qualifications Coordinator, supporting them to liaise and communicate positively with tutors and carry out required delegated activities
- Support the Teaching Qualifications Coordinator to ensure that they are meeting individual and departmental targets through the ISTD's Performance Motivation processes



- Work with the Head of Qualification Development, to identify and act upon the training needs and requirements for Approved Tutors, Examiners, and Assessors in relation to teaching qualification delivery and assessment, facilitating high quality teacher training in the U.K and internationally
- Manage and design annual training for tutors, including mandatory tutor training ensuring it is relevant and fit for purpose
- Lead Tutor Surgeries and supporting Tutors with enquiries about curriculum content
- Manage the development of resources for Tutors to support tutor delivery for all ISTD teaching qualifications
- Devise and write teaching materials as required, for print and digital, to support the ongoing development of members
- Communicate regularly with Tutors to ensure they are continually updated in all aspects of delivery of ISTD's teaching qualifications
- Support members and guide them with appropriate teaching qualifications and progression routes.
- Support the Accreditation of Prior Learning (APEL) and Recognition of Prior Learning (RPL) process.
- Manage standardisation processes and assessor training for teacher training qualifications
- Work with the Head of Qualification Development to identify and develop partnerships and external relationships to support the growth and promotion of ISTD teaching qualifications.
- Oversee the management of allocated budgets following organisational strategy and operating practices, and reporting as necessary, ensuring that all income and expenditure is properly recorded for audit purposes
- Working with the Head of Qualification Development to ensure that teacher training projects are completed on budget and on time
- Contribute to the development of Totara, the ISTD's learner management system
- Liaise with internal and external stakeholders to develop ISTD teaching qualifications and ensuring that EDI is deeply embedded into teaching qualifications and training.
- Attendance at and contribution to Teaching Qualifications Panel meetings

### Person Specification

#### Essential skills

- Educated to degree level in dance, or an associated subject
- Relevant specialist teaching qualification
- In-depth specialist understanding of best practice in dance teaching and learning



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- Experience of designing and delivering high quality training to meet the needs of the learners at all levels
- Excellent verbal and written communication skills in English, with a proven ability to provide information to a wide range of audiences
- Good analytical problem-solving skills to support effective decision making
- Demonstrable ability to manage, organise and coordinate projects
- Experience of creating a range teaching resources in different forums.
- Confident use of Microsoft office and experience of LMS digital platforms e.g. Moodle, Totara etc.
- Attitude of personal responsibility and accountability and a flexible and 'can do' attitude towards the workplace

### Advantage

- Previous experience of working within a dance, dance education or training environment, or similar.
- Proven people management experience and the ability to work both independently and as part of a team.

### Working Hours

This is a 0.6 part time role, working 21 hours a week. The days can be negotiated but it is expected that the hours will be worked over at least two full days, 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 part-time employees this is usually 1 day a week in the office and the remainder working from home).

When working remotely, the Teacher Training 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



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The annual salary for this position will be a Grade D – Manager, (which ranges from £37,098 - £40,600 per annum full time based on working 35 hours per week and £22,258 to £24,360 per annum part time based on working 21 hours per week), depending on experience.

### **Additional Benefits**

- Flexibility; this role can be worked on a Hybrid basis, (we anticipate most employees to spend 40% of their working time at the office and the remainder of their time 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. Annual leave and bank holidays will be pro-rata for part time employees.
- 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**

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 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).

The closing date is 5pm on Monday 16<sup>th</sup> February 2026.