

bbodance Teaching Qualifications Manager

Job Description

Job Title	Teaching Qualifications Manager
Department	Teaching Qualifications
Location	London, SW18 (remote working at present with some flexibility possible in future).
Salary	£34 – 40k full-time per annum dependent on experience.
Hours	Full time (35 hours per week). A degree of flexible working patterns can be considered. Some weekend working will be required.
Contract	Permanent
Reports to	CEO
Principle working relationships	Senior Management Committee Members Teaching Qualifications Team Marketing Team Membership Team

Purpose

The Teaching Qualifications department at bbodance exists to develop, coordinate, administrate and deliver Level 3, 4, 5 & 6 Dance Teaching Qualifications, regulated by Ofqual and Qualification Wales.

It is an exciting time to join the bbodance Teaching Qualifications department, where demand for the established courses has soared over the past few years and continues to grow. With a strong foundation in place we are looking for someone who can take the reins, refine systems and processes and ensure the whole department runs smoothly and that the student experience is top notch from application to graduation.

Key Criteria of Success

After 6 months the post holder will have:

- Established systems and processes which streamline the tasks the department deals with and be running the department with a proactive and dynamic approach.
- Highlighted potential benefits of using alternative technology and/or software for course delivery.
- Reviewed all documentation to ensure it is clear and concise to all users.
- Established a good working relationship with all course Faculty.
- Have completed an Examination Board, successfully liaising with the External Moderator, Faculty and Admin as appropriate.
- Worked well with the Marketing function to ensure students are enrolling on courses.
- Collaborated with the Membership department to ensure all eligible graduates are encouraged to join the organisation as Teaching Members.
- Received great feedback from students on bbodance courses.

Responsibilities

The Teaching Qualifications Manager is responsible for the development, success (financial, quality of provision and service standards), of the Teaching Qualifications courses whether delivered in person or online.

In addition, the Teaching Qualification courses must be in keeping with the mission, ethos, charitable objectives, strategic goals and business plans of the organisation.

Other responsibilities include but are not limited to:

Strategy

Ensure that the Teaching Qualification Courses are fulfilling bbodance needs and provide students with the best possible experience, whilst sustaining and developing the reputation of the bbodance teaching qualification courses nationally and internationally.

Research and amend the teaching qualification courses as required, ensuring they fulfil regulatory requirements.

Ensure the Teaching Qualification Courses are appropriately coordinated, efficiently run and effectively marketed.

Ensure the use of technology is efficient and effective.

Ensure financial viability as agreed with CEO.

Develop and maintain links with other relevant professional bodies and strategic “partners”.

Ensure that industry best practice is monitored and adopted as required.

Lead the continuous design and development of Teaching Qualification Courses and associated curriculum ensuring that it is relevant, current and meets the needs and aspirations of dance teachers, encouraging the highest professional standards.

Support and contribute to the organisations external profile.

Operations

Day to day management of the courses and implementation of the organisation’s policies and procedures.

Build and maintain effective working relationships with existing staff members, faculty and fellow senior management, ensuring that there are exacting professional standards in all aspects of the work.

Undertake all necessary administration for the effective running of the department, including producing reports and management information (as required) and the management of budgets, as delegated by the CEO and Head of Finance.

Management of a small administrative team which is in place to support the Teaching Qualifications function.

Ensure that the delivery of the curriculum is organised and resourced appropriately and that learning, teaching and assessment methods are appropriate to the developmental stages of the students.

Appoint, allocate, contract, manage, develop and train the administrative staff and faculty required to deliver the curriculum. Liaise with freelance staff and provide cover as necessary.

Plan and manage the assessment, grading and report processes for the courses, complying with Regulators and appropriate academic standards to ensure that students are given constructive and timely feedback that helps them improve.

Engagement with students and all other stakeholders to ensure the student cohorts are supported and progressing effectively from admission to graduation. This will include effectively managing deferral, suspension and withdrawal processes as necessary.

Undertake and organise teaching, mentoring, tutoring and pastoral care duties that are appropriate to the requirements of the course and consistent with areas of expertise.

Ensure Teaching Qualifications content on the bbodance website is kept up to date.

Ensure good communication with the bbodance Australasia branch especially regarding students who fall within their geographical remit.

Engagement and awareness of the sector and activities of competitors both nationally and internationally.

Module Delivery

The Teaching Qualifications Manager will support a number of modules and students per cohort, taking the Lead Tutor role where appropriate and undertaking formative and summative assessments.

Training days conducted outside of weekdays will be subject to the organisations TOIL policy.

As Tutorials may fall outside of normal working hours due time zones, it's anticipated that hours worked outside of normal business hours will be recuperated within that working week, via flexible working hours as required, rather than accumulated into additional TOIL days.

Quality Assurance and Reporting

Produce an Annual Course Review Report.

Manage the Moderation processes.

Implement a schedule of internal moderation, acting as a moderator as appropriate.

Oversee the creation of the Course Handbook and the Assessment and Examinations Booklet.

Induct and mentor new academic staff who contribute to the course.

Reporting at the Senior Management Committee, Quality Assurance Committee and Examination Board, and completing actions as required. Providing reports for the Board of Trustees as required.

General

The Teaching Qualifications Manager reports to the CEO who will lead the periodic review of these roles and responsibilities.

An annual appraisal will consider all aspects of the responsibilities which will include assessment of the contribution to the successful running of the Teaching Qualifications as a whole. There is an expectation of good cooperation, a positive and constructive attitude combined with the timely execution of delegated actions.

The post is full time, and demands a hands on and interactive approach with all areas of the organisation and the undertaking of additional roles and responsibilities as the organisation requires.

As a part of the Senior Management Committee there is an expectation to ensure:

- that the values of the organisation are upheld and that all advice is given in the light of these, the organisations charitable objectives and current strategic plans.
- adherence to the basic principles and specific guidance contained within bbodance's Expenses policy, in relation to the specific areas of responsibility.
- a positive and proactive approach to all aspects of bbodance's communication strategy, both internally and externally.
- a high level of discretion, maintenance of confidentiality and disclosure of any actual or potential conflict of interest.
- adherence to the bbodance's various policies and procedures.
- high levels of client service are upheld at all times.

This role will be subject to an enhanced DBS Check.