

ROYAL ACADEMY OF DANCE

Head of Professional Qualifications Job Description

The RAD is committed to Safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment.

About the Role

Role Summary:

As the Head of Professional Qualifications, you will ensure the quality, integrity, regulatory compliance and effective delivery of existing provision, while leading the development of an ambitious, contemporary and outward-facing qualifications portfolio that responds to the changing needs of learners, teachers, employers and the wider dance and performing arts sectors.

The postholder will lead the development and enhancement of qualifications across curriculum, teaching and learning, assessment, quality assurance and professional practice, ensuring that the portfolio is distinctive, professionally relevant and informed by national and international developments in education, qualifications and the performing arts. The role requires broad expertise across dance and the performing arts beyond ballet, including a strong understanding of musical theatre and its interdisciplinary relationship between dance, singing, acting and performance.

Department Summary:

The Education & Participation department, led by the Artistic Director, oversees the Royal Academy of Dance's educational and artistic ambitions, with the purpose of delivering exceptional and inclusive education and training that elevates and advances the art of dance in accordance with the Academy's

188 York Road, London SW11 3JZ
royalacademyofdance.org +44 (0)20 7326 8000

Patron: Her Majesty Queen Camilla

President: Dame Darcey Bussell DBE **Chairman:** Stephen Moss CBE

Chief Executive: Elizabeth Honer CB **Artistic Director:** Alexander Campbell

Royal Academy of Dance is a charity registered in England and Wales No.312826



Charter, Byelaws, mission and strategic priorities.

The department provides diverse educational and professional opportunities across dance, dance teacher education, musical theatre and related performing arts disciplines. This encompasses Higher Education, RAD qualifications and awards, professional development, syllabus-based and vocational education, and wider participation and engagement.

Working nationally and internationally with colleagues, partners and stakeholders, the department promotes excellence, innovation, creativity and lifelong engagement in dance and the performing arts.

Location: Hybrid | RAD Headquarters, 188 York Road, London SW11 3JZ

Hours: Full-time | Monday to Friday | 34.5 hours per week

Contract: Permanent

Job Purpose

Working within the strategic direction established by the Deputy Artistic Director – Education, the Head of Professional Qualifications will provide leadership to the staff responsible for the development and delivery of the portfolio, build strong relationships across the education and performing arts sectors, identify opportunities for growth, innovation and partnership, and strengthen the RAD's profile and influence through its professional qualifications. The postholder will ensure that the RAD's qualifications are informed by external expertise, emerging professional practice and changing sector needs, while creating coherent progression between professional qualifications, Higher Education, professional development and wider RAD provision.

Key Responsibilities

Leadership and Development of the Professional Qualifications Portfolio

- Provide strategic, academic and professional leadership for the RAD's professional qualifications portfolio, ensuring provision

remains distinctive, sustainable, compliant and aligned with organisational priorities.

- Lead the development, quality assurance and effective delivery of the RAD Awards and other professional qualifications, establishing a clear vision for future growth and innovation.
- Identify and develop new qualification pathways, awards, markets and modes of delivery that respond to learner, employer and sector needs.
- Provide expert advice to the Deputy Artistic Director - Education and senior leadership team on qualifications strategy, curriculum, assessment and regulatory matters.
- Provide leadership, support and performance management to designated Programme Managers, Programme Officers and relevant colleagues.
- Contribute to departmental planning and maintain oversight of progression and alignment across the wider Education & Participation portfolio.

Qualification Development, Innovation and Enhancement

- Lead the development, approval, implementation and review of new and existing professional qualifications, including Ofqual-regulated provision.
- Drive horizon scanning and sector intelligence gathering across education, qualifications, dance and the performing arts to identify opportunities for portfolio development.
- Ensure qualifications are informed by learner needs, professional practice, employer expectations, research and external expertise.
- Promote innovation in curriculum design, teaching, learning, assessment and qualification delivery, including digital and blended approaches where appropriate.
- Support interdisciplinary approaches across dance, musical theatre and performing arts disciplines to enhance relevance and learner opportunity.
- Establish mechanisms for evaluation and continuous enhancement to ensure qualifications remain contemporary, relevant and professionally credible.

Regulation, Quality and Standards

- Provide strategic oversight of regulatory compliance, quality assurance and standards across the professional qualifications portfolio.
- Ensure qualification design, delivery, assessment and awarding processes meet all relevant regulatory and quality requirements.
- Lead preparation for audits, monitoring activity, external reviews and quality assurance processes, ensuring effective institutional responses.
- Work closely with the Registrar, Head of Quality Assurance and other colleagues to maintain effective regulatory and quality systems.
- Monitor regulatory developments, manage risk and ensure qualification documentation, policies and procedures remain current and compliant.
- Use performance data, quality metrics and external feedback to drive enhancement and continuous improvement.

Curriculum, Teaching, Learning Assessment

- Provide strategic leadership for curriculum design, teaching, learning and assessment across the professional qualifications portfolio.
- Ensure curricula are coherent, inclusive, professionally relevant and aligned to qualification outcomes and learner progression.
- Promote innovative approaches to teaching, learning and assessment that reflect contemporary practice across a range of dance, musical theatre and related performing arts.
- Ensure assessment strategies are valid, reliable, inclusive and supportive of learner achievement and progression.
- Develop mechanisms to monitor, evaluate and enhance teaching quality and share effective practice across the portfolio.
- Ensure staff involved in delivery understand qualification requirements, learning outcomes, assessment expectations and regulatory responsibilities.

Learner Experience, Achievement & Progression

- Provide leadership to ensure a high-quality, inclusive and engaging learner experience across professional qualifications.
- Monitor learner achievement, retention, progression and completion, ensuring appropriate interventions and enhancement activity are implemented.
- Use learner feedback, quality data and external evidence to inform continuous improvement and support learner success.
- Ensure learners receive effective academic and professional support that promotes confidence, independence and professional identity.
- Develop clear progression pathways into Higher Education, teacher education, professional development and professional practice.
- Support a coherent learner journey across the wider RAD education portfolio.

Performing Arts Expertise and External Sector Engagement

- Act as a senior ambassador for the RAD's professional qualifications portfolio nationally and internationally.
- Demonstrate broad knowledge and understanding of dance and the performing arts, including musical theatre and interdisciplinary practice beyond classical ballet (such as jazz, tap, contemporary, commercial).
- Develop and maintain strategic relationships with awarding organisations, regulatory bodies, education providers, employers, practitioners and industry partners.
- Use sector intelligence and emerging professional practice to inform qualification strategy, innovation and portfolio development.
- Identify opportunities for partnership, collaboration and knowledge exchange that strengthen learner outcomes, organisational reputation and sector influence.
- Represent the RAD at national and international events, contributing to sector discussions relating to qualifications, education and performing arts practice.

Academic Leadership, Staff Development and Performance

- Provide leadership, management and support to Programme Managers, academic staff and other designated colleagues within the Professional Qualifications portfolio. This requirement requires a degree of flexibility and therefore the postholder should expect future changes in terms of who and how many people they are required to line manage as the team and this area of our work, continues to evolve.
- Contribute to strategic, operational and resource planning to support the sustainable development of Professional Qualifications provision.
- Establish clear objectives, undertake performance management and support professional development, scholarship and leadership capability.
- Foster a culture of academic excellence, innovation, accountability, collaboration and continuous improvement.
- Support workforce planning and the development of future academic capability required to meet evolving institutional and sector needs.

Membership of Internal and External Committees

- The postholder will contribute to, chair or provide professional/academic leadership at relevant committees and working groups, which may include:
 - Learning, Teaching & Quality Committee (Chair)
 - Policy & Strategy Committee
 - Finance & Resources Committee
 - Research Ethics Committee
 - Senior Management Team meetings
 - Safeguarding Committee
 - CPD Strategy and Development Committee
 - Programme Committees and Programme Review meetings
 - Student Progress and Assessment Boards

- Boards of Examiners (RAD Awards) (Chair)
- Education Sub-committee
- Relevant external professional and sector committees
- The postholder may act as Chair, academic lead or institutional representative where appropriate and agreed by the Deputy Artistic Director - Education.

Other Education Team Representation

- Actively support and participate, as appropriate, in Graduation ceremonies.

Reporting to Programme Managers (RAD Awards) & Other designated academic staff, as appropriate.

This job description is a starting point for the role we are asking you to fulfil. It is a working document and as such may change and evolve as the role, team and the RAD develop.

All colleagues are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the RADs Safeguarding Policy at all times. If, in the course of carrying out your responsibilities you become aware of any actual or potential risks to the safety and welfare of children in the RAD you must report any concerns to a Safeguarding Lead.

Our Values, Mission and Vision

Our mission – why we exist

We inspire the world to dance, promoting excellence and joy in dance teaching and learning for all. Through dance we empower people and build communities.

Our vision – where we are in 5 years

By 2030 we have increased our impact in dance and in society around the world. We are innovators in dance teaching and learning, have increased participation, widened access, and entered new markets. As such, we are financially resilient and sustainable for decades to come.

Our Values – We are

- Exceptional Together - working collaboratively to achieve exceptional outcomes.
- Creative Innovators – at the forefront of new artistic ideas and approaches.
- Champions of wellbeing – providing a supportive environment and promoting the wellbeing of the dance community.
- Open to all – removing barriers to participation.
- Happy to help – providing excellent customer service and being helpful and friendly.

Head of Professional Qualifications Person Specification

The RAD has responsibility for, and is committed to, the safeguarding and promoting the welfare of children, young people and adults at risk and requires all colleagues to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to safeguarding issues. If there are any disclosures made, these will be discussed in confidence with the candidate.

	Essential Criteria	Desirable Criteria <i>(extra qualities which can be used to differentiate applicants)</i>
Education and Qualifications	Master's degree in a relevant discipline together with recognised teaching, academic or professional qualifications. Demonstrable knowledge of curriculum design, teaching, learning, assessment and qualification development. Detailed understanding of regulated qualifications, quality assurance and the Ofqual regulatory environment. Evidence of continuing professional development.	Fellowship, Senior Fellowship or Principal Fellowship of Advance HE. Professional recognition within dance, musical theatre, performing arts or education.
Skills and Abilities	Strong strategic leadership skills, with the ability to develop and deliver a clear vision for professional	

	qualifications and educational growth. Ability to interpret complex regulatory and educational requirements and translate them into effective operational and strategic practice. Strong analytical, project management and evidence-based decision-making skills. Excellent communication, influencing and stakeholder relationship management skills. Ability to lead innovation, organisational change and continuous improvement.	
Experience and Knowledge	Significant leadership experience within professional qualifications, higher education, vocational education, teacher education or a comparable educational setting. Demonstrable experience of leading the strategic development, implementation and enhancement of qualifications,	Experience as an External Examiner, Adviser or Assessor within dance or performing arts education. Direct experience of working with Ofqual, awarding organisations or regulatory agencies. Experience of qualification approval, monitoring or external review processes. Professional experience within dance, musical

	programmes or educational provision. Significant experience of curriculum design, assessment strategy, quality assurance and standards management. Excellent understanding of qualification development and regulatory compliance. Experience of leading staff teams, including performance management, professional development and organisational change. Experience of using learner data, stakeholder feedback and sector intelligence to inform enhancement and strategic decision-making. Demonstrable expertise across ballet, musical theatre and wider dance or performing arts disciplines, including an understanding of contemporary professional practice. Experience of teaching within dance teacher education and/or professional training environments.	theatre or the wider performing arts industry. Experience of multi-disciplinary curriculum development. Research, scholarship, publication or conference presentation activity. Experience of representing an organisation within national or international education and performing arts sectors. Experience of developing international educational partnerships or qualifications provision.
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Personal Attributes	Inclusivity: committed to fostering an inclusive environment and valuing diverse perspectives and experiences. Collaboration: works effectively and respectfully with colleagues and stakeholders across disciplines and departments. Integrity: demonstrates professionalism, discretion and sound judgement. Excellence: committed to high standards and continuous improvement. Creativity and Curiosity: embraces innovation, learning and new approaches. Responsiveness: demonstrates adaptability, initiative and a solution-focused approach.	
Other requirements	A commitment to safeguarding and promoting the welfare of children and adults at risk. A willingness to undertake colleague training as required, e.g. Child Safeguarding/Protection.	

Prepared by:	Deputy Artistic Director
Date:	26/10/2026