Thank you for your interest in becoming an examiner for the Royal Academy of Dance. This document gives you all the necessary information about the application, selection and training procedures.

If you would like to be an RAD Examiner you will need to be a well presented professional who is discreet and impartial. You should have an in-depth knowledge of the Academy’s work with the potential to understand, demonstrate and apply the RAD examination marking criteria and definitions as stated in the Specifications.

You will hold a qualification at Level 4 or higher in dance or dance education with a substantial ballet component.

You need to be competent in written English and fluent in spoken English, with excellent communication and effective interpersonal skills, and the ability to work independently and use judgement and initiative in challenging situation. You will also need to have proficient IT skills including email and word processing, and be willing to learn how to examine using the RAD’s iPad-based marking app.

Examining can be demanding physically and mentally, but is also extremely rewarding, and provides opportunities for travel nationally and internationally.

We actively encourage applications from Maori and people with culturally diverse backgrounds.

You should refer to these guidelines and the **Person Specification** and **Job Description** before completing an application.

**How to apply**

The application is divided into **three** sections:

1 Written application form

2 Video application (comprising three 5-minute filmed tasks)

3 Written evaluation of **one** of the filmed tasks

**1 Written application**

1.1 Complete the written application form and return it to Lillian Doleman, Panel of Examiners Officer, via [examinerrecruitment@rad.org.uk](mailto:examinerrecruitment@rad.org.uk), along with the links to your video application by the deadline for applications.

1.2 In accordance with the Academy’s [*Equality, Diversity and Inclusion policy*](https://www.royalacademyofdance.org/media/2019/01/11151046/EqualityDiversityInclusionPolicy_201719.pdf), you are encouraged to complete the optional [Diversity and inclusion monitoring form](https://www.royalacademyofdance.org/media/2019/01/25154614/DiversityandInclusionMonitoringform_July2016_1.docx).

1.3 On the application form, you are asked to supply the names and contact information of two referees who may be contacted by the Academy, one of whom is known to you in a professional capacity, the other personal. Please ensure that nominated referees have agreed that you may supply their details. Referees should not be family members (relatives, partners etc.) or current Royal Academy of Dance examiners. You should be aware that we may also ask for a reference from the RAD National or Regional office in your area, if appropriate.

1.4 Written applications will be assessed by the Chief Examiner, Panel of Examiners Consultant and the Panel of Examiners Manager. Applications should refer to the Person Specification and will be assessed on the basis of your experience and suitability for the role.

**2 Video application**

2.1Please submit three 5-minute films of you *either* teaching *or* explaining how you would teach the following exercises and vocabulary whilst referring to the RAD assessment criteria. **At least one of the three tasks should include coaching of 1-8 students.**

A. Primary in Dance – Transfer of weight movement

B. Grade 5 – Pirouette Exercise **or** Grand Allegro (choose a component or section of either setting)

C. Advanced 2 Female – Pointe Enchaînement 2 focusing on **one** of the following steps

* Ballotté
* Grand fouetté relevé en tournant
* Renversé

2.2 This task has been designed to enable you to demonstrate your knowledge of the exercises, your ability to identify, explain and develop students’ understanding of the step(s)/exercise, and your understanding of the RAD’s assessment criteria. It is not necessary to show the entire syllabus setting.

2.3 The films should ideally be in English, but if it is necessary to use another language whilst communicating with students, please supply a written translation.

2.4 The films will be assessed using the following criteria:

* the ability to show accurate detail of step(s)/exercise
* the ability to select a variety of music that assists the development of the criteria point, using either live or recorded music (applicants may use a choice of syllabus music and free music)
* the ability to communicate knowledge of assessment criteria
* the ability to communicate appropriately to the student/s in an engaging and creative manner and with clear, confident verbal instruction

Overall, the films will be assessed with a focus on your potential to carry out the role of RAD Examiner. In addition, the panel will be looking at aspects of your teaching that are particularly relevant to the examiner role; clarity, communication, presentation and understanding of criteria.

2.5 Please ensure that you have obtained written permission from the students included in the film(s) or (where under 18) their parents/guardians. We may ask to see this written permission. Students/parents/guardians should understand what the filming is for. The films will be used solely for the purpose of assessing your application, will only be viewed by the recruitment panel and will not be kept for an unnecessary length of time. Generally, this means it will be retained for a period of up to 12 months after completion of the application process unless you state that you do not wish for this to happen or request that we delete your application.

* 1. Upload your videos to **Vimeo** <https://vimeo.com> and copy and paste the video links in the relevant section of the written application. When uploading your video, please use the following guidelines:
* label your video ‘Examiner Application’ followed by your full name (as listed on your application) and the relevant filmed task number (A, B and C)

**Example:** Examiner\_Application\_ LastName\_FirstName\_Task\_A

* it is recommended that you set the privacy settings to unlisted (or the equivalent) so that the video is **not publicly available** but can be seen by anyone you choose to share the link/url with.
* you may wish to password protect the video and, if so, please provide details of the password with your application.
* Video links should be kept active until **Friday 7 May 2021**. Applicants who progress to the audition stage may be asked to keep the links active for a longer period.

Should you have any questions or require assistance regarding the submission of you video application, please contact Lillian Doleman via [examinerrecruitment@rad.org.uk](mailto:examinerrecruitment@rad.org.uk).

**3 Written self-evaluation of one of the filmed tasks**

3.1 Submit a written evaluation of your performance in the filmed task which includes students. (If you have submitted more than one task with students, choose the one you want to evaluate). There is space to include this in the application form.

3.2 The evaluation could include details of how you felt the teaching went, what was successful or what you would do differently, with specific reference to the exercise / vocabulary you chose to focus on. This task will be assessed on your self-awareness and ability to critique your own work.

**Submitting your application**

The deadline for completed applications is **close of business** on **Monday 19 April 2021**.

Applicants will be informed of the outcome of their application, via email, in May 2021.

**Audition**

If you are selected at the application stage, you will be invited to attend a 2-day audition in Sydney.

The auditions will be held from June 2021 (dates might be pushed back based on Covid restrictions at the time) and will involve various assessments, including demonstration of set work with discussion, conducting sections of a mock examination, marking filmed examinations and an interview. The auditions will be conducted by the Panel of Examiners Consultant and/or Chief Examiner and a selection of Standardisation Examiners.

The audition will be assessed using the following criteria:

* accurate demonstration of set work and an in-depth understanding of classical ballet technique and the RAD assessment criteria. **Applicants will be expected to demonstrate a secure knowledge of a selection of syllabus which will include both male and female settings. Further details will be forwarded with the invitation to audition.**
* ability to deliver a free enchaînement
* ability to communicate effectively, both one-to-one and in a group setting
* demonstration of sound interpersonal skills

The cost of attending this audition will be at your own expense.

**Training programme**

If you are selected after the audition stage, you will be invited to attend a new examiner training programme which is currently scheduled to take place **in April / May 2022.**

The new examiner training programme is approximately 6 weeks in length comprising 4 weeks at the **Sydney RAD headquarters** and 2 weeks shadowing an existing examiner on tour. Where possible, we will try to allocate you to a shadowing tour in your country of residence (Australian or New Zealand).

The content of the training programme includes:

* practical revision of the RAD syllabus up to Advanced 2 and including Discovering Repertoire – male and female settings **Participants are required to have a secure knowledge of all set work prior to commencing training – it is not the purpose of the training programme to provide this**
* briefing on examination procedure
* development of observation skills
* training regarding the use of the RAD marking app
* training in the application of the assessment criteria
* marking video footage of mock examinations
* conducting and marking mock examinations
* observation of live examinations (where practical)

You must be aware of the following costs, for which you are responsible, before submitting an application:

* daily travel to and from the training venue
* accommodation and meals throughout the onsite training programme and shadowing
* a check from the Disclosure and Barring Service (DBS) or other relevant authority (see below)

The following costs will be reimbursed by the Academy:

* initial travel to and from the training programme on production of receipts/tickets. **All travel arrangements are to be approved by the Academy before booking.**
* any travel incurred whilst on the shadowing tour

During the training programme you will be continually assessed by the training panel. You will be given regular guidance, advice and feedback, including further information regarding the assessment criteria, on both a group and one-to-one basis.

In the event of your progress being considered unsatisfactory at any time, you could be asked to withdraw from the programme, or further training may be offered. Feedback and advice will be provided well ahead of this stage.

If you successfully complete the first stage of the training programme, you will be asked to shadow an existing examiner on tour. You will continue to be assessed by the examiner you are shadowing.

**Safeguarding**

The Academy has an obligation to safeguard the young people and vulnerable adults in its care. Therefore, anyone employed or contracted by the Academy who either comes into contact, or works closely, with young people and/or vulnerable adults should obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS) or other relevant authority outside the UK (where available).

Accordingly, before embarking on the training programme, you will be required to make such an application. The applicant must meet the cost of this. However, if you already have a recent disclosure it may not be necessary for you to make another application.

The RAD HR Department will provide guidance on the application procedure and should you need further assistance in the application process, they will be happy to assist. Applications in the UK are made via the HR Department and DDC Ltd (Umbrella body).

The Royal Academy of Dance is bound by the DBS Code of Practice and has a policy for the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information. Copies of the DBS Code of Practice and relevant policies are available on request from the HR Department.

Applicants should also be aware of the Academy’s [*Safeguarding Policy and Procedures*](https://www.royalacademyofdance.org/media/2019/01/11151819/RAD_Safeguarding_Policy_and_Procedures_1819_12.11.18.pdf), which can be found on the RAD website.

**Appointment to the Panel of Examiners**

Applicants who successfully complete the training programme and shadowing will be issued with a contract, comprising a *Letter of Appointment to the Panel* and the *Conditions of Appointment* (normally renewable every 3 years), and a *Letter of Engagement* (issued on an annual basis).

Appointment to the Panel is on a probationary basis. Probation is normally completed when you have successfully completed eight weeks of examinations and have been standardised by one of our Standardisation Examiners. During this time the Chief Examiner and Panel of Examiners Consultant will continue to review your progress. Appointment to the Panel will be confirmed on completion of a satisfactory probationary period.

You will be expected to examine both domestically (within your country of residence, if viable) soon after you complete the training programme, so that you can put your new skills into action as soon as possible. International travel will be dependent on global travel restrictions having being lifted or changed. It is a condition of your appointment to conduct examination tours, which vary in length and can be up to 5 weeks in duration. The Academy will offer you examination tours each year and your acceptance and undertaking of these tours will be subject to the relevant clauses in the *Conditions of Appointment for Examiners*.

Examiners are expected to examine for a minimum of eight weeks per year. You should be aware that you will be required to examine during the Academy’s busiest months which are between 1st February and 31st July each year. You should think seriously about your work and family commitments and only make an application if you are confident that you will be available during these months.

On commencement of the training programme, you will receive the *Examiner Handbook*, which contains the *Code of Conduct* and all relevant policies which all examiners are expected to follow at all times.

If you require further information regarding the examiner rates of pay, including current rates of remuneration, please contact Sara-Jane Mulryan, Panel of Examiners Manager, via [examinerrecruitment@rad.org.uk](mailto:examinerrecruitment@rad.org.uk).

**Questions**

If you would like to talk to someone about making an application please contact Sara-Jane Mulryan, Panel of Examiners Manager in the Examinations Department at RAD headquarters on [examinerrecruitment@rad.org.uk](mailto:examinerrecruitment@rad.org.uk).