



ROYAL
ACADEMY
OF
DANCE

RAD Examiner Application Guidelines

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. (For example: RAD Teaching certificate, CBTS or higher qualification)

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.

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

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

How to apply

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

- Written application form
- Video application (comprising three 5-minute filmed tasks)
- Written evaluation of **one** of the filmed tasks

1 Written application

- 1.1 Complete the written application form and return it to the Panel of Examiners Officer, via examinerrecruitment@rad.org.uk, along with the links to your video application by the deadline for applications. You are asked to label your written application form 'your full name (as listed on your application) followed by Examiner_Application_2024' and convert it from Word to PDF.
EXAMPLE: 'LastName_FirstName_Examiner_Application_2024'
- 1.2 In accordance with the Academy's [Equality Diversity and Inclusion Policy](#), you are encouraged to complete the optional [Diversity and inclusion monitoring form](#).
- 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 or employees. You should be aware that we may also ask for a reference from the RAD National or Regional office in your area at the shortlisting stage.
- 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

- 2.1 Please submit three 5-minute films of you *either* teaching *or* explaining how you would teach the following vocabulary or movement phrases whilst referring to the RAD assessment criteria (you are not required to cover the whole exercise at each level). **At least one of the three tasks should include coaching of 1-8 students.**
- A. **Primary in Dance** – focussing on teaching the principles of the Transfer of weight movement
- B. **Grade 5** – Pirouette Exercise **or** Grand Allegro exercise – focussing on teaching 1-2 components from the syllabus settings
- 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 ability to identify, explain and develop students' understanding of the chosen vocabulary/movement phrase, your ability to communicate effectively and succinctly and your understanding of the RAD's assessment criteria.
- 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.
- 2.6 All footage should be uploaded to **Vimeo**, a file sharing platform and the links should be pasted into your written application in the 'Video links' section within your 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).
 - in the description of your video, list your full name (as on your application) and filmed task number (A, B and C).
EXAMPLE: 'LastName_FirstName_Examiner_Application_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.

Should you have any questions regarding the submission of your video application, please contact 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 should be an evaluation of the footage and could include details of how you felt the teaching went, what was successful and/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 **6pm GMT time on 8 April 2024**

Applicants will be informed of the outcome of their application, via email, by early May 2024.

Audition

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

Singapore, Singapore – **1 & 2 August 2024**

OR

Sydney, Australia – **5 & 6 August 2024**

Auditions dates are subject to change and additional audition dates may be added. Shortlisted applicants may choose their preferred audition location.

The audition will involve various assessments, including demonstration of set work, delivery of a free enchaînement, marking and discussing filmed examination footage and an interview. The audition will be conducted by the Chief Examiner and a selected panel.

The audition will be assessed using the following criteria:

- accurate demonstration of set work - ***Please note that you need to evidence knowledge of all settings from PPID - Advanced 2 (male and female) at the audition stage – it is not the purpose of the training programme to provide this.***
- ability to deliver a free enchaînement
- in-depth knowledge and understanding of RAD assessment criteria and classical ballet technique
- ability to communicate effectively, both one-to-one and in a group environment
- demonstration of sound interpersonal skills
- professional presentation

The cost of attending this audition will be at the applicant's own expense.

Training programme

If you are selected after the audition stage, you will be invited to attend a new examiner training programme. The training programme is approximately 6 weeks in length comprising of 4 weeks at the London RAD headquarters or the Sydney RAD office and 2 weeks shadowing an existing examiner on tour. Training programmes are currently scheduled for April – May 2025, 2026 Sydney, Australia and October – December 2025, 2026. London, United Kingdom. Allocation of the training location is normally based on the applicant's country of residence and proximity to London or Sydney.

The content of the training programme includes:

- practical revision of the RAD syllabus up to Advanced 2 and including Discovering Repertoire - ***Please note that you require knowledge of all settings from PPIID - Advanced 2 (male and female) prior to training as it is not the purpose of the training programme to provide this***
- use of the RAD marking app
- briefing on examination procedure and protocol
- development of observation skills
- training in the application of assessment criteria
- marking video footage of mock examinations
- conducting and marking live mock examinations
- conducting and marking live examinations on a shadowing tour

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](#), 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 a Standardisation Examiner. During this time the Chief Examiner 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. 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 Lillian Doleman, Panel of Examiners Manager, via examinerrecruitment@rad.org.uk.

Questions

If you have any questions, please contact: examinerrecruitment@rad.org.uk