

Procedures for Approval of Teachers and Musicians for R.S.C.D.S. Schools

Please note that these procedures will be conducted throughout in the strictest confidence.

Recommendations for new members of staff, Teachers and Musicians, for Summer and Winter Schools will be considered from:

- the current Schools Director
- the current Co-ordinator of Winter School
- any current member of the Management Board or any of the three Management Committees
- any Examiner or Assessor
- any Branch Committee

Recommendations may be submitted at any time* on the Nomination Form (ES-12) to the Executive Officer of the Society. The Nomination Forms and letters of recommendation will be considered by the Schools Sub-Committee of the Education & Training Committee, who will invite suitable potential candidates to continue the process by completing an Application Form (ES-13). At this stage a report listing the names of all nominees, both suitable and unsuitable, will be formally submitted to the Convenor of the Education & Training Committee, and candidates who were not considered suitable will be informed directly.

Completed Application Forms are to be returned to the Executive Officer of the Society so that the Schools Sub-committee may organise **two** visits of observation. The Schools Sub-committee will propose specific observers for each candidate. The names of the proposed observers will be submitted to the Convenor of the Education & Training Committee for approval, and the Convenor will then be responsible for all practical arrangements relating to the visits of observation. If the Schools Sub-committee is unable to recommend suitable observers, it will become the responsibility of the Convenor to do so after appropriate consultation, where necessary.

There will be two visits of observation for each candidate. Those observing teachers must participate in the class and all observers must avoid giving any impression that they are inspecting the class in any way. Observers will be instructed not to communicate with one another before or after the visits.

After the visit each observer will complete a short evaluation form (ES-16) indicating whether or not approval is recommended. This will be returned in strictest confidence to the Executive Officer. The two forms for each candidate will be considered at the first

meeting of the Schools Sub-committee following the visits of observation, and final recommendations will be made. (The Schools Sub-committee may decide that further visits are necessary.) A report listing those recommended for approval and the decisions on any candidates not recommended for approval will be submitted to the next meeting of the Education & Training Committee. The Application forms and evaluation forms for all candidates will be available for consultation, if required, when members of the Education & Training Committee are making their final decision at the meeting.

If any of the nominees is a member of the Schools Sub-committee, he/she will not be allowed to participate in any part of the process of considering nominations.

If any member of the Education & Training Committee is nominated as a candidate, he/she will not be allowed to see any of the Application forms or to participate in the discussion and vote at the meeting. In the event of the number of votes being tied, the Convenor of the Education & Training Committee will have the casting vote. If the Convenor is not present at the meeting, the Chairman or Chairman-Elect will have the casting vote.

All those who completed Application forms and have been visited by observers will be sent written notification of the result.

After approval by the Education & Training Committee the name of the teacher or musician will be added to the list of staff for Summer and Winter Schools. **Please note that the inclusion of a teacher or musician on the list does not necessarily entail inclusion on the staff of any future Schools.**

Criteria for appointment:

Teachers are expected to:

- have a wide experience of teaching classes
- be well-prepared with work at the appropriate level for the needs of the class, and have a clear, concise and well-paced delivery which enables the class to make progress

Musicians are expected to:

- have a wide experience of playing for classes.
- be prepared to play original tunes for all RSCDS dances.

Supporting document:

Nomination form (ES-12)

Application for Approval (ES-13)

*** Please note that the speed with which the procedures may be completed will depend on the schedule of meetings of the relevant committee(s).**