

Job Description

Position:	Head of Education
School/Service:	School of Education
Reference:	EDU – 220/A
Grade:	10
Status:	Permanent
Hours:	Full-time
Reporting to:	Executive Director Knowledge Exchange and Research

Main Function of the Position:

- Lead the Academic School within the context of the University's strategy and supporting plans.
- To take overall responsibility for the performance of the Academic School ensuring it delivers on the University's Teaching Intensive Research Informed Assessment Enabled philosophy.
- Lead the development and delivery of an academically and financially sustainable portfolio of undergraduate and post-graduate courses across the Academic School.
- Drive change and growth to raise the Academic School profile regionally, nationally and internationally.
- Play a key role in the development of research and enterprise culture and outputs.
- Work collaboratively with other Heads of Academic School and the Off Campus Division to expand and grow national and international partnerships with industry / other HEIs.

Principal Duties and Responsibilities:

1. Responsible for the management, leadership and deployment of staff, and the physical and financial resources of the Academic School to realise performance targets for the University including those related to student retention, employability, funding councils, government bodies and budgetary management.
2. Ensure effective operational management for taught programmes across the student life-cycle, including effective School contribution to student recruitment, admissions, enrolment, induction, student choice, module scheduling delivery, exam boards, graduation, and provision of any relevant student information/service in the Academic School.
3. Contribute to and provide academic leadership to the Academic School. This will include the overall development of the research and enterprise culture, scholarly activities, projects and outputs.
4. To effectively utilise the centralised administration, student support, and other related functions to ensure seamless delivery of the taught courses and student services.
5. Take the lead role in achieving the operating objectives of the Academic School while contributing to the University's strategic plans and corporate objectives. This will involve efficient management of all resources for the Academic School including taught provision, research and Knowledge Exchange.
6. Oversee the leadership of the delivery of Academic staff development across the University including managing the link with the Higher Education Academy (HEA).

7. Oversee the management of relevant Centres within the School Structure, including the co-ordination of teaching and learning related to staff development programmes across the University.
8. Play a key role in the focus of the Academic School through involvement in appropriate management committees/teams. This will involve taking responsibility for the preparation and review of the Academic School annual plans, periodic strategic plans and committee/other reports.
9. Take overall responsibility for student satisfaction and retention across the Academic School. This includes developing internal/external links and collaborative projects in Higher Education to enhance teaching, learning, assessment, retention and employability.
10. Liaise with relevant Professional bodies to include OfS, Ofsted, HEA as appropriate.
11. To lead on preparation for Ofsted alongside the Academic Director.
12. To maintain oversight of DBS applications, for relevant Education students, which will be completed by appropriate admin staff.
13. To maintain oversight of bursary payments made to trainee teachers on relevant PGCE programmes. Administration of this process will be carried out by appropriate School support.
14. Lead and drive on dedicated projects and initiatives as appropriate i.e. Apprenticeships, Clearing, Recruitment etc.
15. Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.
16. Write and publish results of high quality and innovative research within national and international literature and peer reviewed journals developing appropriate research methodologies to further scholarly activities.
17. Lead and ensure the appropriate process of development for (re) validation and delivery of innovative and market relevant taught programmes as appropriate to the expansion or reconfiguration of subject areas within/across the Academic Area which are consistent with the University's strategic aims.
18. To work closely with the Director of the Institute of Health Equity and Social Justice, to ensure EDI is embedded across the University curriculum. This includes taught undergraduate and postgraduate programmes with specialist pathways in inclusion, research degrees in specialist EDI pathways, and professional EDI pathways such as short CPD courses for staff, professional courses and micro-credit courses.
19. Take the initiative in encouraging and developing a collaborative, collegiate and inclusive culture within the Academic School and across the University. This will include maximising the synergies with other Academic Areas in the University.
20. Oversee the quality assurance frameworks and relevant ongoing activities of the Academic School which aim to enhance teaching quality and the student learning experience.
21. Actively encourage the engagement of staff in professional development activities and ensure the monitoring of enhancement of staff performance.
22. Contribute to the Academic Area and University's reputation for academic and professional excellence by actively engaging in personal professional development to enhance one's own subject authority and credibility.

23. Foster and stimulate innovative thinking, ideas and continuous improvement in various aspects of Academic Area activities.
24. Grow, promote and develop internal/external links by involvement in collaborative partnerships to forge income generating activities.
25. Contribute (where appropriate) to the development and delivery of short courses as well as international programmes delivered by the Off-Campus Division and/or attend partner institutions to give advice and guidance on collaborative programme development.
26. Undertake teaching and/or research commitments where appropriate, including chairing the exam boards, research panels etc.
27. Participate in effective interaction on a professional level, both on an internal/external basis, to ensure currency of knowledge, relevancy, and accreditation.
28. Ensure fair and consistent application of university policies and procedures.
29. To be flexible and adaptable in undertaking relevant academic, managerial and operational duties and ensure the continuous improvement, quality enhancement and customer service agendas are realised in the Academic Area.
30. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
31. To undertake other duties of a similar nature as reasonably required by your line manager.
32. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
33. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.
34. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respect the rights of others.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of Faculty/University business requirements.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Eligibility to participate in the Responsibility and Performance Reward Scheme for Faculty Deans and Heads of School

Person Specification

Position: Head of Education		Reference: EDU – 220/A	
School: School of Education		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in a relevant subject area	Priority 1	Application Form/ Documentation
1 b)	A postgraduate qualification in Education	Priority 1	Application Form/ Documentation
1 c)	Relevant professional registration/membership	Priority 1	Application Form/ Documentation
1 d)	A relevant full teaching qualification and fellowship status of the Higher Education Academy (HEA), (or a willingness to obtain fellowship membership of the HEA within a specified time frame)	Priority 1	Application Form/ Documentation/Interview
1 e)	PhD/Professional Doctorate or willing to complete within specified timescales, or equivalent level qualification or outstanding achievements in the professional field.	Priority 1	Application Form/ Documentation/Interview
2 Skills / Knowledge			
2 a)	Able to successfully lead and manage academic and administrative colleagues and overall staff development in the Academic Area	Priority 1	Application Form/Interview/ Test
2 b)	Credible and extensive knowledge of developing and delivering under-graduate, post-graduate and professional development programmes including ITE and ITT programmes (incl. expertise in validations, programme operations etc)	Priority 1	Application Form/ Interview
2 c)	Knowledge of the framework of teacher training qualifications.	Priority 1	Application Form / Interview
2 d)	Effective at establishing and maintaining positive working relationships with colleagues, students and internal/external stakeholders	Priority 1	Application Form / Interview
2 e)	Publication record in the relevant subject areas in peer reviewed journals and international conferences	Priority 1	Application Form / Interview
2 f)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	Priority 1	Application Form / Interview
2 g)	Able to teach and supervise students in the subject areas of the Academic Area at both post-graduate and under-graduate level	Priority 1	Application Form / Interview
2 h)	Excellent written and oral communication skills with the ability to adapt style as appropriate to the intended audience	Priority 1	Application Form / Interview/Test
2 i)	Possess extensive breadth and/or depth of specialist knowledge to work within established programmes and to write authoritatively in the area	Priority 1	Application Form / Interview
2 j)	Publication record in the relevant subject areas in peer reviewed journals and international conferences	Priority 1	Application Form / Interview

3 Experience			
3 a)	Credible knowledge and awareness of current academic/professional developments in teaching and learning excellence	Priority 1	Application Form / Interview
3 b)	Demonstrable experience of leading Teacher Education/Teacher Training courses and of the Ofsted inspection process.	Priority 1	Application Form / Interview/Test
3 c)	Experience of leading, developing and implementing strategies, processes and systems for the enhancement of recruitment, the quality of learning, teaching provision and overall student experience	Priority 1	Application Form / Interview
3 d)	Proven track record of providing academic and/or operational leadership in a complex environment	Priority 1	Application Form / Interview
3 e)	Proven track record of developing and delivering post-graduate and under-graduate programmes in relevant subject areas with an in-depth understanding of their sustainability	Priority 1	Application Form / Interview
3 f)	Experience of undertaking lesson observations and developing the lesson observation processes	Priority 2	Application Form / Interview
4 Personal Qualities			
4 a)	Flexible and adaptable in approach to meet changing circumstances/situations	Priority 1	Interview
4 b)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
4 c)	Able to critically reflect on personal effectiveness and contribution	Priority 1	Interview
4 d)	Effective team leader/player in a challenging environment	Priority 1	Interview/Test
4 e)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview/Test
5 Other			
5 a)	Willing to work flexibly in order to meet the needs of the service and to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of Health and Safety, Data Protection Act, Freedom of Information Act, UKVI, Prevent and the Bribery Act	Priority 1	Interview
5 d)	Available to travel as appropriate and work flexibly and remotely as required	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required