

## Job Description

<b>Position:</b>	Head of Education
<b>School/Service:</b>	School of Education and Psychology
<b>Reference:</b>	EDP-145/A
<b>Grade:</b>	Grade 10
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Reporting to:</b>	Dean of School

### Main Function of the Position:

- Lead the Academic Area within the context of the University's Corporate Strategy and supporting plans. This will involve effective management of staff and professional standards and taking overall responsibility for the performance of the Academic Area and ensuring it delivers on the Teaching Intensive Research Informed philosophy.
- Drive change and growth to raise the Academic Area profile regionally, nationally and internationally.
- Lead the development and delivery of academically and financially sustainable portfolio of undergraduate and post-graduate courses across the Academic Area.
- Play a key role in the development of research and enterprise culture and outputs.
- Work collaboratively with other Heads of Academic Areas and the Off Campus Division to expand / grow national and international partnerships with industry / other HEIs

### Principal Duties and Responsibilities:

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

- Play a key role in the focus of the Academic Area through involvement in appropriate management committees/teams. This will involve taking responsibility for the preparation and review of the Academic Areas annual plans, periodic strategic plans and committee/other reports.
- Take overall responsibility for student satisfaction and retention across the Academic Area. This includes developing internal/external links and collaborative projects in Higher Education to enhance teaching, learning, assessment, retention and employability.
- Liaise with relevant Professional bodies to include Ofsted, ETF as appropriate.
- To lead on preparation for Ofsted alongside the Dean of Faculty.
- To maintain an overview of DBS including the sign off of trainee DBS
- To maintain an overview of Bursary payments and audit processes.
- Lead and drive on dedicated projects and initiatives as appropriate i.e. Apprenticeships, Clearing, Recruitment etc.
- Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.
- 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.
- 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.
- Take the initiative in encouraging and developing a collaborative, collegiate and inclusive culture within the Academic Area and across the University. This will include maximising the synergies with other Academic Areas in the University (particularly the conjoined Academic Area of Law).
- Lead the quality assurance frameworks and relevant ongoing activities of the Academic Area which aim to enhance teaching quality and the student learning experience.
- Actively encourage the engagement of staff in professional development activities and ensure the monitoring of enhancement of staff performance.
- 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.
- Foster and stimulate innovative thinking, ideas and continuous improvement in various aspects of Academic Area activities.
- Grow, promote and develop internal/external links by involvement in collaborative partnerships to forge income generating activities.
- 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.

- Undertake teaching and/or research commitments where appropriate, including chairing the exam boards, research panels etc.
- Participate in effective interaction on a professional level, both on an internal/external basis, to ensure currency of knowledge, relevancy, and accreditation.
- Ensure fair and consistent application of university policies and procedures.
- 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.
- Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
- To undertake other duties of a similar nature as reasonably required by your line manager.
- 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.
- 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

**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

<b>Position:</b>	Head of Education	<b>Reference:</b>	EDP-145/A
<b>School/Service:</b>	School of \Education & Psychology	<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	Honours degree in a relevant subject area	1	Application Form
1 b)	A postgraduate qualification in Education	1	Application Form
1 c)	Relevant professional registration/membership	1	Application Form
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)	1	Application Form
1 e)*	PhD/Professional Doctorate or willing to complete within specified timescales, or equivalent level qualification or outstanding achievements in the professional field <b>see note 4*</b>	1	Application Form
<b>2 Skills / Knowledge</b>			
2 a)	Able to successfully lead and manage academic and administrative colleagues and overall staff development in the Academic Area	1	Application Form Interview
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)	1	Application Form /Interview/ Assessment
2 c)	Knowledge of the framework of teacher training qualifications.	1	Application Form Interview
2 d)	Effective in establishing and maintaining positive working relationships with colleagues, students and internal/external	1	Application Form Interview
2 e)	Publication record in the relevant subject areas in peer reviewed journals and international conferences	1	Application Form Interview
2 f)	Effective at establishing and maintaining positive working relationships with colleagues, students and internal/external stakeholders	1	Application Form Interview
2 g)	Proven communicator, able to adapt style of communication, oral and written, appropriate to the intended audience	1	Application Form Interview
2 h)	Wide knowledge and understanding of academic organisation and its processes as well as programme management and delivery.	1	Application Form Interview
2 i)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	1	Application Form Interview
2 j)	Able to teach and supervise students in the subject areas of the Academic Area at both post-graduate and under-graduate level	1	Application Form Interview

2 k)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form Interview
2 l)	Possess extensive breadth and/or depth of specialist knowledge to work within established programmes and to write authoritatively in the area	1	Application Form Interview
<b>3 Experience</b>			
3 a)	Credible knowledge and awareness of current academic/professional developments in teaching and learning excellence	1	Application Form Interview
3 b)	Experience of leading Teacher Education/Teacher Training courses and of the Ofsted inspection process.	1	Application Form Interview
3 c)	Experience of leading, developing and implementing strategies, processes and systems for the enhancement of the quality of learning, teaching provision and overall student experience	1	Application Form Interview
3 d)	Proven track record of providing academic and/or operational leadership in a complex environment	1	Application Form Interview
3 e)	Experienced and able to publish quality research	2	Application Form Interview
3 f)	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	1	Application Form Interview
3 g)	Experience of undertaking lesson observations and developing the lesson observation processes	1	Application Form Interview
<b>4 Personal Qualities</b>			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Flexible and adaptable in approach to meet changing circumstances/situations	1	Interview
4 c)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 d)	Able to critically reflect on personal effectiveness and contribution	1	Interview
4 e)	Effective team leader/player in a challenging environment	1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	1	Interview
<b>5 Other</b>			
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	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	1	Interview
5 d)	Available to travel as appropriate and work flexibly and remotely as required	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