

Head of School

JOB DESCRIPTION

Main Job Purpose:

The Head of School shall be responsible to the Dean for the formulation and delivery of the academic and financial strategies of the School and for the operational management of the School in conformity with University Plans, strategies and procedures. S/he will be responsible for the strategic development of the School and offer academic leadership, promoting the values of scholarship, research and teaching excellence. S/he will fulfil the specific roles as set out in University Ordinance 10 (Heads of Academic Schools).

The Head of School will represent the School at Faculty and University levels and, as appropriate, externally. S/he will also serve as a member of the Faculty's Senior Management Team through his/her membership of the Faculty Boards and work with the Dean and other Heads of Schools and departments/sections within the Faculty to further its collective mission within the broader University context.

Statements of Responsibilities:

- a) Playing a leading role in the formulation of academic strategy, policy and planning at School and Faculty level through the School and Faculty Senior Management Teams
- b) Academic leadership in the School
- c) Maintenance of academic standards in the School
- d) Championship of research in the department
- e) Fostering integration and collaboration between academic centres and individuals across the Faculty and beyond
- f) Ensuring excellence in the quality of education and educational support for students in the School
- g) Review and development of teaching and learning programmes
- h) Recruitment and retention of first class staff
- i) Management , development and support for all School staff
- j) Delivery of the School budget as set by the Dean and achieving value for money
- k) Ensuring that staff resources are managed equitably and efficiently across the School
- l) Representing the interests of the School at Faculty and University level
- m) Long-term, strategic and operational planning in the School
- n) Health and safety in the School
- o) Security in the School
- p) Risk management
- q) Have a full appreciation of disability and equal opportunities legislation
- r) Management of the School 's daily affairs
- s) Such other matters as the Dean shall direct

Specific Priorities (insert here any School/Faculty specific objectives for the Head of

School)

E.g.

- a) Contribute to the development of lifelong and flexible learning
- b) Develop a supportive and collaborative academic and administrative infrastructure
- c) Facilitate research excellence (in support of the Research Director) and the highest possible outcome for staff entered in the REF

Relationships and Contacts:

Line managers job title: Dean of

Line manager to: Academic leadership roles such as School Head of Research and School Head of Teaching, other Heads of sub units within the School.

Internal Contacts:

The Dean, Heads of Schools, Faculty Manager, School Managers, Senior Management Team of the University, Faculty Education Director, Faculty Research Director, Faculty HR manager, Faculty Financial Controller.

External Contacts:

Colleagues from funding bodies, professional bodies, the NHS, other national and international bodies etc

Qualifications/Skills/Knowledge:

The person appointed shall, ideally:

- be able to develop, sustain and deliver a clear vision for the School within the Faculty;
- have experience of line management, including staff review and development;
- have experience of managing budgets;
- have the ability to promote the interests of the School as a whole within and beyond the University;
- have a good knowledge and appreciation of University systems and procedures;

- have experience of dealing successfully with multiple tasks and competing pressures;
- have the capacity to listen sympathetically and respond appropriately to the concerns of others.