

# Job Description

<b>Job Title:</b>	Head of School
<b>School:</b>	School of Language and Global Studies
<b>Grade:</b>	Management
<b>Responsible to:</b>	Executive Dean of Faculty
<b>Responsible for:</b>	Staff in School of Languages and Global Studies
<b>Job Purpose:</b> As a member of the Faculty's Executive Team and in conjunction with the Executive Dean and Faculty Directors, you will: <ul style="list-style-type: none"><li>- Provide academic and operational leadership for the School having particular regard to the student experience;</li><li>- Contribute to the formulation and implementation of strategy and policy and support the achievement of critical success factors with regards to student recruitment, retention, satisfaction, attainment and employability;</li><li>- Maintain the quality of delivery and content of the School's academic portfolio;</li><li>- Facilitate the efficient and effective deployment of resources.</li></ul>	
<b>Main Duties and Responsibilities:</b>	
1. To provide academic leadership for, and effective and efficient operational management of, the resources, quality assurance and financial performance of the School;	
2. To contribute to the development, formulation and implementation of School strategy, including policies and procedures in line with Faculty and University frameworks;	
3. To promote the advancement of teaching and learning, innovation and enterprise, income generation and research within the School;	
4. To ensure the currency of provision and the design, implementation, review, delivery and assessment of the School's academic programmes and to facilitate the development of new and existing courses, nationally and internationally as appropriate;	
5. To ensure that School marketing and communication mechanisms are supportive of student recruitment and retention and facilitate development of its reputation and external networks;	
6. To ensure that staff within the School are effectively managed and deliver high performance in relation to School objectives;	
7. To ensure the School's effective and efficient use of resources to enable it to maximise its contribution to the development and achievement of the School, Faculty and University goals;	
8. To contribute to the diversification of non-HEFCE income;	
9. To promote a supportive, solution-focussed environment for all the activities of the School;	
10. To establish effective co-operation and collaboration with other Schools, Services and external stakeholders;	
11. To contribute to Faculty and/or University-wide initiatives;	
12. To undertake other activities as determined by the Executive Dean.	

# Person Specification



Job Title:	Head of School
School:	School of Language and Global Studies
Grade:	Management
Date:	April 2017

Attributes	Essential	Desirable	Measured By
Work Experience	<p>Experience of managing and co-ordinating resources including the management of staff and demonstrable experience of working with regulatory processes and governance systems</p> <p>Experience in the development and implementation of strategy and policy in areas pertinent to the School</p> <p>Experience of building and sustaining internal and external relationships</p> <p>Ability to lead a change management agenda and to embrace new ways of working</p>	<p>A track record of change management and delivery of innovative solutions</p> <p>Experience in the delivery of research, innovation and/or consultancy</p>	CV, Presentation and interview
Education/Qualifications	Higher degree/Doctorate in an appropriate discipline	<p>Membership of relevant professional body</p> <p>Evidence of relevant continued professional development</p>	CV

<p>Skills/Abilities</p>	<p>Excellent leadership and motivational skills with a strong team building focus</p> <p>Experience of managing budgets</p> <p>Self-motivated and proactive in approach to challenges and opportunities</p> <p>Understanding of HE and the importance of a strong track record in delivering research, innovation and/or consultancy</p> <p>People development capability with a strong continuous professional development orientation</p> <p>Able to operate in a structured yet complex and challenging environment</p> <p>Very good communication skills in both verbal and written form and ability to generate clear and concise documentation</p> <p>Ability to identify new opportunities and develop creative and innovative solutions.</p>		<p>CV, interview</p>
<p>Personal Details</p>	<p>Credible and well-respected within the field by peers as evidenced by professional networks and involvement with outside bodies</p> <p>Good understanding and knowledge of key quality and governance issues related to course development and academic leadership</p> <p>Commitment to the University mission and to the delivery of the diversity agenda</p>	<p>An academic track record relevant to the School's area of expertise</p> <p>Experience of grant capture and/or consultancy</p> <p>Record of external income generation</p> <p>Involvement with national or international agencies supporting pedagogic development and quality [e.g. QAA institutional reviewer]</p>	<p>CV, interview</p>