

Job description and person specification for **Head of School**

**Job Information**

Department: School of Design and Media

Job role: Head of School

Mode: Permanent, full time

**Job Description**

Purpose

Heads of School are appointed to provide strategic direction, academic and discipline/subject leadership and line management for staff within the School.

The post carries responsibility through the line management of the Vice Chancellor for the implementation and execution at School level of the University’s Mission Statement, Corporate Plan KPIs and targets (including KPIs in relation to NSS, Attainment, Publications), and institutional policies and procedures.

Heads of School are expected to maintain their academic standing and authority through teaching, research and scholarly activities. They will be expected to develop and build a national and international profile for the School and its subjects, furthering growth whilst enhancing the quality of provision.

As Head of School, the post holder is responsible for the continued development, growth and financial sustainability of the School’s portfolio and within agreed limits, the investment into areas of strategic priority.

The responsibilities of the post are inherently of a management nature and therefore the post holder will be an active and engaged member of the University’s leadership team facilitating a positive and productive relationship between School and University in furtherance of targets & objectives.

Main Duties and Responsibilities

1. Provide strategic direction and academic leadership in the School within the context of University priorities. In particular developing and implementing, through course teams, strategies directly aligned to the key themes set out in the University’s Education Strategy (for example, digital fluency, internationalisation within teaching and learning, equality in degree attainment);
2. To drive transformational change and growth of the School, through effective leadership, to support the achievement of School objectives;
3. Work with the university management to ensure the delivery of the University’s Research Strategy, including setting targets for research income and publications for research-active members of staff;
4. To lead the strategic development and viability of the School’s course portfolio, with reference and regard for national and international benchmarks and ensuring that the School’s competitive standing and academic credibility drives the development of product portfolio and leading edge solutions, maximizing opportunities and capability;
5. Understand the external market and competitive position to be able to drive change and develop new ideas/product taking account of market and audience demand;
6. To develop and build a national and international profile for the School’s subjects both internally, externally, nationally and internationally, as appropriate;
7. Work with other Heads of School and other staff to identify new opportunities for cross and inter-disciplinary working;
8. Continually enhance the student experience by ensuring all courses and modules within the responsibility of the School comply with University requirements in terms of meeting quality requirements, performance indicators and ensuring an effective student support system is maintained;
9. Work with Coventry University to support the development and delivery of Coventry University’s quality accreditation for all of the School’s awards.
10. Undertake day-to-day management of the School including allocation and monitoring of responsibilities and workloads and chairing appropriate meetings and working groups;
11. Responsible for the effective deployment of financial resources devolved to the School and to advise the university management on resources as they affect the School;
12. Implement the Reward and Performance Strategy for all staff in the School, making appropriate arrangements for staff appraisals to support the embedding of the University Values and the identification of development needs;
13. Work closely with the university management to ensure that School priorities are implemented and targets met, and that the needs of the School are understood;
14. Participate in, and when appropriate chair, the process for appointments of staff;
15. Ensure that the School makes effective contributions to home and overseas student recruitment, representing the School at University Open Days and travelling to key recruitment markets if required and marketing the School and the University including work with external partner organisations;
16. Take responsibility for regular and effective communication within the School and to/from the University;

**AND** such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

Supervision Received

The Post holder will be directly accountable to the university management and will be required to work closely with the other Heads of School.

Supervision Given

All staff across the University, students and external contacts/bodies.

**Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **ADVANTAGEOUS** |
| **Education/Qualifications** | A PhD plus experience in the relevant Art, Design and Media area or an equivalent level of professional experience alongside a postgraduate qualification in the relevant subject | Evidence the achievement of the Criteria for Principal Fellow within the UK Professional Standards Framework for Higher Education, or a suitable professional body  Membership of relevant external organisations  An approved teaching qualification |
| **Experience** | Academic credibility built upon achievements through teaching excellence and research.  Full understanding of a student centred approach to curriculum development and programme management.  A strong sense of the external market/environment and personal drive to take advantage of partnering opportunities.  An understanding of modern and innovative approaches to teaching and learning including IT applications.  Experience of managing a large scale operation e.g. School/Department, Programme management and dealing with a range of staffing issues.  Previous leadership and management experience of medium to large diverse teams in an academic context.  Project management and planning experience in pedagogy. | Experience of leadership with Egyptian and/or international higher educational establishments |
| **Research** | Record of practice/research consultancy or publications in an area related to the School’s work.  Good track record of successful bids for research and/or consultancy funding.  Ability to identify and exploit innovative and effective strategies in relation to enhancing student experience and satisfaction and the teaching, learning and assessment approaches within the School.  Awareness of the opportunities and approaches to secure new forms of external funding  Experience of partnership working with external organisations in relation to teaching, learning and assessment and student satisfaction and experience.  Able to think strategically and identify academic opportunities related to the work of the School. | Success in tendering and securing external funding. |
| **Job-related skills** **and capabilities** | Able to understand University strategy / direction of travel and the ability to translate this into deliverable plans.  Effective Leadership skills that provide focus, energy and an environment which facilitates others to both perform and develop.  Management skills that balance performance management, effective delegation and a consultative approach to decision making.  Creativity and innovation in problem solving, decision making and business development.  Ability to manage budgets and allocate resources effectively  Customer relationship management skills. |  |
| **Interpersonal Skills** | High level communication skills both oral and written with ability to act as a representative of the School and University in a wide range of situations, both internally and externally, nationally and internationally.  Negotiation, influencing and enabling skills to ensure School priorities are met.  Ability to present and communicate complex issues in a readily accessible format.  Accepts personal responsibility, proactively identifies the need for and manages change.  Collaborative working across the university and Service functions. |  |
| **Other Requirements** | Be able to work flexibly and use own initiative when appropriate.  A positive ‘can do’ attitude and approach.  Be able to travel and represent the University in Egypt, the UK and overseas, as required.  Excellent English skills, both written and oral.  Awareness of current issues in Higher Education and funding agencies, with particular reference to student funding. | Experience of working abroad or working in partnership with organisations overseas  Work experience in Egypt or neighbouring countries  Competence in more than one language  Knowledge of Arabic |