



St Mary's
University
Twickenham
London

JOB DESCRIPTION

Job Titles:	Head of School - TBC
Faculty:	TBC
Reports To:	Dean of Faculty
Responsible for:	Subject Leads and Course Leads School Academic Staff
Grade:	Spot salary
Salary:	Circa £75,000 per annum pro-rata
FTE:	1.0 FTE
Term:	Five years, after which time you will revert to a substantive research/teaching role

Contextual Information

St Mary's University is a strong and welcoming community characterised by trust and respect among staff and students, as well as our inclusive values where everybody is welcomed. We are committed to excellence, providing increasingly high levels of teaching, learning, student experience and employability.

The University is proud of the support we provide to students. Underpinned by the provision of quality teaching, we are student-focused and aim to prepare graduates for flourishing lives, successful careers and social commitment through excellent, research-enriched teaching in a strong community of mutual respect.

At St Mary's University, we have a vibrant research culture, environment and knowledge transfer/exchange. Our recent successes in 2021 Research Excellence Framework (REF) showed that the majority of research submitted by the University is 4* World Leading or 3* Internationally Excellent in its originality, significance, and rigour. St Mary's has more than doubled its research rated by the REF in the top two three and four-star classifications as compared to the previous research exercise in 2014.

The Faculty of Business Law, Faculty of Sport, Allied Health and Performance Sciences and, Faculty of Education, Creative Industries and Theology is well established with specialist expertise and resources in these subject disciplines. At both undergraduate and postgraduate levels of study, we are committed to offering vocationally relevant programmes of study to the highest academic standards.

Job Purpose

Reporting to the Dean of Faculty, the Head of School will be responsible for providing Strategic and Operational Leadership for the School. This includes management of its academic staff and resources, and for the provision of high-quality services to students.

In line with our Vision and Values, the Head of School will be responsible for providing strong Academic Leadership and Innovation for the School driven by a commitment to Teaching and Learning, the Student Experience, Partnerships, Research and Knowledge Exchange.

As a key member of the Faculty's Management Team, the Head of School will be responsible for local oversight, implementation and monitoring of Faculty and University-wide initiatives, and for ensuring the School remains compliant with all relevant legal, procedural and Policy frameworks.

Main Duties and Responsibilities

Strategic Development and Delivery

- Work with the Provost / Dean / Director of Research / Director of Enterprise and Innovation / Global Engagement to develop and deliver on the School's strategic priorities.
- Work with relevant Deans to promote and evaluate Student Experience initiatives; grow and deliver partnership agreements; and develop the Research and Knowledge Exchange strategies.
- Work with the Dean and University financial structures to prepare and manage School budget and resource planning.
- As a member of the Faculty's Management Team, support the development, deployment and delivery of the relevant strategy and business plans.
- Ensure the delivery of learning and teaching, research and knowledge exchange, employability and student experience strategies, Key Performance Indicators (KPIs) and targets at School level.

School Management and Planning

- Lead and manage the School as a dynamic academic community committed to pursuing excellence in learning and teaching, research and knowledge exchange.
- Lead, motivate and manage the academic staff of the School, including allocation of workloads and application of the University workload model, staff development, performance review, talent management, recruitment and selection, health and safety; ensuring that University and Faculty policy and procedure is followed.
- Contribute to the development of the School's strategic targets and be responsible for designing and delivering the plans and actions to achieve those targets. This includes

both home and international recruitment and identifying new areas for potential growth through enterprise activities.

- Be an active member of the Faculty Management Team acting as a communication conduit between Faculty Executive, the School staff and a range of Professional Services colleagues across the University.
- Work effectively as a member of the Faculty Management Team in the operational leadership of the Faculty, Chair relevant Faculty Committee meetings and sit on other University Committees, sub-Committees and working groups as required.
- Actively contribute to Faculty Strategic Planning and translating strategy into operational plans for the School.

Teaching and Student Experience

- Lead on the development and enhancement of curricula, policy or initiatives in teaching and learning, employability outcomes and the student experience at the leading edge of practice.
- Lead the efficient and effective development of the School's Academic Teaching Portfolio, disseminating good academic practice—pedagogically, pastorally, and procedurally.
- Ensure that student recruitment, retention and satisfaction are to the forefront of academic provision and delivery.
- Act effectively, responding to insights from evaluation of core data sets and national surveys (e.g. in relating to student retention, national student satisfaction (NSS), graduate outcomes, postgraduate taught and research surveys (PTES, PRES) and national league tables) to ensure high student satisfaction.
- Lead in the acquisition and management of resources to support teaching, student experience or subject-related work.
- Champion and promote innovation in Learning, Teaching and Assessment including research-informed learning and teaching.

Research and Knowledge Exchange

- Foster research, consultancy, knowledge transfer and scholarship within the School, working closely with the Director of Research and Director of Enterprise and Innovation to promote its effective dissemination to external stakeholders.
- Contribute to, and support the development of, Research and Knowledge Exchange across the institution and prepare for the next REF submission.
- Manage directors of Research Centres and ensure that they meet all University reporting requirements, financial targets and manage their finances in accordance with University policies.

Other Responsibilities

- Represent the School within the wider discipline and professions, maintaining links with external bodies on behalf of the School.
- Lead and participate collegiately in the wider peer group and open forums of University Heads of School to share good academic practice, encourage process innovation and enhance the experience of students.
- Undertake teaching and/or research and other duties, which may include cross Faculty and/or cross University activity, as agreed with the Dean.
- To be actively involved in the effective communication and implementation of University and Faculty plans policies and processes.
- Model the University's core values of Inclusiveness, Generosity of Spirit, Respect and Excellence, ensuring that these are embedded in the ethos and activities of the Faculty.
- Promote equality, diversity, inclusion and wellbeing for our community of staff and students.
- To undertake additional responsibilities as periodically agreed with the Dean, as commensurate with the role.
- Work with Dean of Faculty and Director of International Student Recruitment to support the development of initiatives and new agendas to recruit students to agreed target numbers to current and new programmes.
- Work with Dean and Faculty Subject Lead (Partnerships) to develop a range of strategic partnerships and relationships with professional organisations and the range of stakeholders involved in subject field, including policy makers, regulators and relevant funding bodies.

PERSON SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)	Application	Interview
Knowledge and Qualifications			
A Postgraduate-level academic qualification or equivalent specialist training in an area aligned to the Department's portfolio.	E		
A higher degree, PhD or professional doctorate in an academic area aligned to the Department's portfolio.	D		
A recognised teaching qualification or professional recognition (e.g. Fellowship of the HEA).	E		
Professional recognition at senior level (e.g. SFHEA), or the willingness to pursue it.	D		
A sound understanding of emerging trends in the HE sector (national and international) and the implications of these for the Department's School's portfolio and University.	E		
Knowledge of QA and QE policies and procedures in higher education	E		
Evidence of leading innovation and change in relation to course design and provision including external recognition where relevant.	E		
Experience of strong academic leadership and experience of successfully managing teams.	E		
Extensive record of academic achievement in teaching and learning.	E		
Evidence of outstanding contribution and sustained output of high-quality peer-reviewed research publications demonstrating impact.	D		
Experience of translating strategic plans into effective operational practice.	E		
Skills and Abilities			
Leadership: ability to create a culture of excellence, enhancement, collaboration and respect, underpinned by strongly held values.	E		
A proven track record of supporting others to meet performance targets.	E		

Ability to manage and prioritise conflicting demands, meeting deadlines in a complex and changing environment.	E		
Ability to relate to others, and to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels) and students.	E		
Ability to manage a budget, working with others to ensure resources are managed effectively.	E		
Demonstrable commitment to on-going professional development and the upkeep of professional/academic expertise.	E		

St Mary's University reserves the right to change and amend this job description / person specification in accordance with the changing requirements of the organisation.