



St Mary's  
University  
Twickenham  
London

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Initial Teacher Education
<b>Faculty/School:</b>	School of Education
<b>Reports To:</b>	Head of Education
<b>Responsible for:</b>	Programme Leads Academic Departmental Staff Technical Departmental Staff
<b>Grade:</b>	Spot
<b>Term:</b>	Five years, after which time you will revert to a substantive research/teaching role
<b>Workload Allocation</b>	700hrs

### Job Purpose

The Head of Initial Teacher Education is responsible for the effective operation and development of their department, for the management of its academic staff and resources, and for the provision of high quality services to its students.

As a member of the School's Management Team, the Head of Initial Teacher Education is responsible for the local implementation of School and University-wide initiatives, and for ensuring their department is compliant with all relevant legal, procedural and policy frameworks.

As Head of Initial Teacher Education, they will also provide discipline-appropriate academic leadership across their teams, supporting and directing Programme Leads and other academic colleagues to deliver excellent, sustainable programmes of teaching, engagement, and research.

## **Main Duties and Responsibilities:**

The main duties and responsibilities of the Head of Initial Teacher Education will be to:

- To ensure compliance with Ofsted requirements and to lead on Ofsted preparedness
- To manage recruitment processes for Initial Teacher Education (ITE) courses and undergraduate (UG) education courses
- Line-manage academic and technical staff within their department, managing staff-appointment priorities in conversation with the Head of School and University Academic Business Manager, ensuring that the annual performance review process is undertaken in an appropriate and timely way.
- Ensure that annual programme monitoring is undertaken by Programme Leads, and contribute to the School's own annual monitoring and planning activities, including the setting of targets.
- Own responsibility for the delivery of the ITE and UG education strategic targets, and for designing and delivering responsive measures where appropriate.
- Ensure that the department is continuously reviewing its teaching offer, and to work with the Dean and Subject Lead for Student Experience and with Teaching and Learning colleagues to support Programme Leads in the development and revision of degree courses.
- Work with the Head of Education to develop and extend the programme portfolio of the School, where appropriate.
- Be responsible for the fair and equitable allocation of teaching, research and academic-administration among academic departmental staff, using the University's workload model
- Ensure the provision of essential, accurate and up-to-date information about the ITE and UG education to the University.
- Promote innovation across the department's teaching portfolio, supporting the Dean and Subject Lead for Student Experience in the identification and dissemination of good academic practice—pedagogically, pastorally, and procedurally.
- Work effectively as a member of the School's Management Team in the operational leadership of the School, chair regular departmental Committee Meetings and sit on other University Committees, Sub Committees and working groups as required.

- Maintain a budget in accordance with the University’s financial regulations, and ensure that procurement procedures are followed at all times.
- Contribute to the academic teaching and/or research activities of the School.
- Promote collegial working within the department, resolving any conflicts promptly and informally, where possible, and following University process where appropriate.
- Model the University’s core values, ensuring these are embedded in the ethos and activities of the School of Education.
- Promote equality, diversity and inclusion for staff and students.

## PERSON SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)	Assessed by	
		Application	Interview
<b>Knowledge and Qualifications</b>			
A Postgraduate-level academic qualification in an area aligned to the School’s portfolio.	E	X	
A higher degree, PhD or professional doctorate in an academic area aligned to the School’s portfolio.	D	X	
A recognised teaching qualification or professional recognition (e.g. Fellowship of the HEA)	E	X	
Professional recognition at senior level (e.g. SFHEA), or the willingness to pursue it.	D	X	X
A sound understanding of emerging trends in the national HE and ITE sector and the implications of these for the University.	D	X	X
Experience of exercising leadership in an academic context	E	X	X
Experience of translating strategic plans into effective operational practice	E	X	X
<b>Skills and Abilities</b>			
Leadership: ability to create a culture of excellence, enhancement, collaboration and respect, underpinned by strongly held values.	E	X	X
A proven track record of supporting others to meet performance targets.	D	X	X
Ability to manage and prioritise conflicting demands, meeting deadlines in a complex and changing environment.	E	X	X
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	X	X
Ability to manage a budget, working with others to ensure resources are managed effectively.	D	X	X
Demonstrable commitment to on-going professional development and the upkeep of professional/academic expertise.	E	X	X

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.

