



St Mary's  
University  
Twickenham  
London

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Teacher Education Partnerships
<b>Faculty/School:</b>	School of Education
<b>Reports To:</b>	Head of Education
<b>Responsible for:</b>	Partnership Programme Lead Partnership Team Apprenticeship Lead
<b>Grade:</b>	Spot Salary
<b>Hours:</b>	Full-time (1.0 FTE)
<b>Term:</b>	Permanent
<b>Workload Allocation</b>	700 hrs

### Job Purpose

The Head of Teacher Education Partnerships is responsible for the effective operation and development of their department, for the management of its staff and resources, and for the provision of high-quality services to its students and partnership schools and other stakeholders.

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

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

### Main Duties and Responsibilities

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

- Ensure compliance with Department for Education and Ofsted regulatory requirements and to lead on Ofsted preparedness in relation to Partnerships.

- Deploy an excellent contemporary working knowledge of developments in the Initial Teacher Education (ITE) sector and the Early Career Framework to inform practice within the School of Education.
- Analyse and interpret, relevant national, local and School of Education data, plus research and inspection evidence to inform policies, practices, expectations and target setting.
- Ensure that Safeguarding and Health and Safety policies and practices, including risk assessments are in line with national requirements and are updated where necessary.
- Lead on collaborative partnerships with other teacher training and development providers, including School Direct and Teaching School Hub partners.
- Innovate and align primary and secondary ITE practices for school-based practice, including developing and working with highly-trained and expert mentors.
- Line-manage staff within their department, managing staff appointment priorities in consultation with the Head of Education and the University Academic Business Manager, ensuring that the annual performance review process is undertaken in an appropriate and timely way.
- Contribute to the School's annual monitoring and planning activities, including the setting of targets at programme and departmental level, including analysis of performance data to maintain high quality placements for trainee teachers, and apprentices.
- Own responsibility for the delivery of the department's strategic targets, and for designing and delivering intervention and responsive measures where appropriate.
- Ensure that the Partnerships department is continuously reviewing its provision, including high-quality school placements for ITE students and apprentices.
- Work with the Head of School to develop and extend the portfolio of the department, including development on new partnerships and enterprise related activities.
- Be responsible for the fair and equitable allocation of teaching, research and administration among departmental staff, using the University's workload model.
- Ensure the provision of essential, accurate and up-to-date information about the department to the University.
- Promote innovation across the Department's portfolio, ensuring dissemination of good academic practice—pedagogically, pastorally, and procedurally – in relation to the work across Partnership provision.
- Oversee enterprise activities in relation to Partnership work, such as Subject Knowledge Enhancement provision, Assessment Only route into teaching, and GCSE Equivalence Tests.
- Work effectively as a member of the School's Management Team in the strategic and operational leadership of the School, and play an active role in 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 of Education, as appropriate.
- 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

		Assessed by	
Selection Criteria	Essential (E) Desirable (D)	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 (e.g. Qualified Teacher Status and PGCE, QTS and BA degree)	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.	E	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.	E	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.	E	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.