

**JOB DESCRIPTION**

**POST: Head of School of Education Language and Psychology**

**SCHOOL:** Various

**HOURS:** Full-time - those hours which are reasonably required for the fulfilment of duties

**ACCOUNTABLE TO:**  Pro Vice Chancellor Education

**REPORTING TO:** Pro Vice Chancellor Education

**MANAGEMENT RESPONSIBILITY:** Deputy Head of School

 Associate Heads of School

 Operations Manager

 Research and Knowledge and Transfer Lead

 Learning and Teaching Lead

 PGR Lead

Other colleagues as determined by the current line management structure of the School (tbc)

**LEADERSHIP OF YORK ST JOHN UNIVERSITY:**

As a member of the University’s Senior Leadership Team:

* Provide strategic leadership and accountability for the School and inspire the team to support the delivery of the YSJ strategy, taking personal responsibility wherever possible.
* Create an environment in which the York St John ethos and values are celebrated and brought to life in a way in which people inspire others, embrace new thinking and push the boundaries of their potential, excelling in their endeavours.

* Work collaboratively with colleagues, with a genuine spirit of collective endeavour, and a relentless focus on the sustainability of York St John as a unique, values-driven, successful University.

As a leader of people, ensure excellent management of finances and people across all direct reports with clear focus on cost control; strategic delivery; personal wellbeing; equality, diversity and inclusion. Ensure the delivery of key objectives and instil a culture of robust yet supportive performance management in which organisational values are the bedrock of how people behave. Ensure communications across the management team and the broader University community improve levels of employee engagement and connection to the core purpose of York St John University; raising the profile of academic reputation and student experience.

**JOB PURPOSE:**

The Head of School is accountable to the Pro Vice Chancellor Education for the performance outcomes of the School.

* Leadership of the curriculum and delivery of teaching, learning and assessment in the School of Education, Language and Psychology to ensure it is relevant to all stakeholders and associated with excellent outcomes for all.
* External performance outcomes extend to the Research Excellence Framework (REF), the Teaching Excellence Framework (TEF), the Knowledge Exchange Framework (KEF) and the National Student Survey (NSS).
* Internal performance outcomes related to student recruitment and achievement outcomes, in the main, with supporting measures around financial outturn and employee engagement.
* With academic leadership, rigour, significance and originality underpinning all activity, the Head of School will deliver the York St John Strategy, Frameworks and the School’s Roadmap within the School of Education, Language and Psychology and influence achievement across the University.

**DUTIES AND RESPONSIBILITIES:**

**Strategic Leadership**

* Shape and deliver the strategic Roadmap for the School to ensure the priorities and indicators of success articulated in the YSJ Strategy and its Frameworks are fully achieved.
* Drive a culture of (1) interdisciplinary collaboration to improve University outcomes across all metrics (2) student outcomes at the heart of all that is done (3) an aspirational and ambitious School where genuine partnership with Professional and Support Services and relevant external stakeholders thrives.
* Lead on the strategic enhancement of the School’s portfolio, curriculum and pedagogical development including delivery methods and assessment strategy. Ensure attainment of outstanding quality indicators and regulatory compliance, including: external accreditation, high student satisfaction ratings, employability indicators and completion rates.
* Enhance the international reputation of the School and its work in collaboration with the Pro-Vice Chancellor Research and International
* Represent the School within the University, working to the interests of the broader community and University where necessary.

**Academic Leadership**

* Ensure that the curriculum, learning and teaching, knowledge exchange and research conducted within the School is underpinned by an appropriate level of academic rigour.
* Enhance the originality and significance of the research and knowledge exchange conducted by the School for the benefit of students, staff and the University.
* Work collaboratively with the other Schools to achieve appropriate interdisciplinary provision and to achieve consistent policy delivery across the University.
* Accountable for ensuring that all specialist learning and research facilities (e.g. Laboratories) within the School support academic work appropriately, working with estates and facilities.
* Provide the academic leadership to ensure that the cognate areas within the School is clustered around an identifiable ‘School of Thought’ that is robust and can withstand academic scrutiny and challenge.
* Ensure that early career academics are given appropriate academic mentorship to develop the academic rigor, significance and originality of their work.
* Develop deep and sustained relationships with subject associations, regional, national and international stakeholders and professional bodies relevant to the School.

**People Leadership**

* Provide inspirational leadership across the School to ensure strategic delivery and positive employee engagement.
* Hold colleagues to account where performance and contribution falls short of agreed expectations.

* Be accountable for all people-related practices conducted through the School Leadership Team.
* Create an environment where continuous improvement on every level is the norm (personal, team, School, University) and where personal learning and professional practice is enriched.

**Sustainability & Enterprise**

* Be accountable for delivering an annual budget underspend across the School and relentless financial rigour from colleagues.
* Oversee the development of an income generation strategy to ensure the growth and diversification of School revenue, including: external research income, consultancy and other “third stream” activities.
* Ensure that School colleagues attract and retain undergraduate, postgraduate and international students both on campus and through distance learning by offering innovative, attractive, relevant and flexible academic programmes which support an excellent and high-quality experience and student offer at the University.
* Work with Knowledge Exchange colleagues to develop a step-change in approach to Knowledge Exchange for the benefit of students, the University and the local community.

**Research & Innovation**

* Through own research, make a significant and sustained contribution to the research outputs of the University for REF and maintain a publication record that is characterised by its academic rigour, significance and originality.
* Work with the Research Office to develop an invigorated research ethos within and across Schools, enhancing interdisciplinary and external collaborations to establish a strong stream of internationally-competitive research outputs, grow external research income, innovation and PhD registrations.

**External Engagement**

* Seek opportunities to extend current and build future partnerships which support, extend and diversify the School’s offer, and to further develop the School’s regional, national and international profile.
* Contribute to the community of York and the region.
* Work with key stakeholders, including employers and professional and statutory bodies, to ensure the viability, currency, recognition and reputation of our courses and other work.

plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained
* Promote equal opportunities in the work of the department to include a commitment to the International Strategy of the University
* Ensure compliance with relevant legislation and statutory codes of practice, as advised
* Ensure that professional skills are regularly updated through participation in training and development activities
* Ensure all University policies are implemented within the remit of this post

**HEALTH & SAFETY**

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

**PERSON SPECIFICATION**

**POST TITLE: Head of School**

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

**Education & Training**

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| **The post holder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Doctoral Degree  | Essential | Application |
| Evidence of continuous professional development and professional excellence | Essential | Application |
| Senior or Principal Fellowship of the Higher Education Academy | Desirable | Application |
| Professorship | Desirable | Application |

**Knowledge & Experience**

| **The post holder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| --- | --- | --- |
| Outstanding academic achievement. Excellent and /or sustained track record of academic rigour and professional engagement.  | Essential | Application  |
| A proven track record of excellent research or creative professional practice outputs in a discipline relevant to the School. | Essential | Application |
| Current or recent experience of leading and empowering academic colleagues to deliver excellence in teaching and research. | Essential | Application /Interview |
| Experience of strategic working in higher education in a senior role including the management and planning of human, physical and financial resources. | Essential | Application /Interview |
| A good understanding of developments underpinning creative higher education, its management and organisation and a keen awareness of external factors and pressures | Essential | Application /Interview |
| Excellent understanding of the needs of students in relation to the learning experience and the impact of diversity issues on curriculum development, learning, teaching and assessment and the student offering. | Essential | Application/ Interview |
| Evidence of planning and implementing innovation in curriculum design and development. | Essential | Application /Interview |
| Experience of developing partnerships and networks locally and internationally and leading collaborative initiatives to achieve specific outcomes. | Essential | Application /Interview |
| Exposure to enterprise, innovation and income generation, with an understanding of traditional and third-stream funding mechanisms. | Desirable | Application /Interview |

**Skills/Attributes**

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| --- | --- | --- |
| **The post holder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| The ability to provide strong academic leadership and vision, enthuse, motivate and inspire, and promote excellence in all aspects of the School’s activities. | Essential | Application/ Interview |
| Student-centred with a passion for the student experience | Essential | Interview |
| Innovative and creative approach with the ability to identify new opportunities. | Essential | Interview |
| Ability to think strategically, and to formulate and communicate effective strategies for developing the School. | Essential | Interview |
| Excellent verbal and written communication and interpersonal skills and the ability to build and maintain effective and productive relationships both within and external to the University. | Essential | Interview |
| Commitment to openness and transparency facilitating open communication channels and genuine collaboration both within and across Schools.  | Essential | Interview |
| The ability to persuade, influence and negotiate and make difficult decisions when needed. | Essential | Interview |
| Commitment to equality, diversity and inclusivity in higher education. | Essential | Application /Interview |
| Commitment to the University’s mission, vision and values. | Essential | Application /Interview |
| Ability to promote enterprise activity leading to the growth of third-stream income. | Desirable | Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

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| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |