Role Outline

The Head of School will report to the Dean of the Faculty and line manage their School's Heads of Department, as well as the School Director of Research and Enterprise and the School Director of Learning and Teaching. They will be responsible for the strategic leadership and management of the School and for the conduct and development of its teaching, research, business activities and external presence in the context of the Faculty, University and associated professional spheres. In addition, they will be expected to contribute to the strategic leadership and management of the Faculty, through effective participation in the work of the Faculty Leadership Team and implementation of the Faculty Strategic Plan.

The core responsibilities of the role will include

**Student experience**

- Maintaining and developing the course portfolio of the School, in alignment with Faculty strategy, and making a leading contribution to innovation in curriculum, course design, learning and teaching and assessment.
- Working with other Schools and Faculties to maintain existing cross-disciplinary activities and promoting new cross-disciplinary developments
- Building and maintaining effective working relationships with leading academics, practitioners, employers and industries relevant to School activities in order to promote and enhance the work of the School in teaching, research, enterprise and knowledge exchange.
- Managing and co-ordinating all module/courses of study in the School.
- Facilitating and disseminating best practice in learning and teaching.
- Being accountable for the Quality Assurance and Enhancement of all aspects of the School's academic activity, ensuring compliance with University regulations, policies and procedures.

**Vision and strategic Leadership**

- Providing academic leadership and strategic direction in the context of the Faculty and University strategies, ensuring the collective development and implementation of the School's vision and objectives.
- Actively contributing to Faculty leadership initiatives and co-ordinating School activities with Faculty and University strategy and initiatives.
- Fostering and maintaining a collaborative and sustainable research and enterprise culture.
- Leading on parts of the annual planning process as a member of the Faculty Leadership Team.
- Contributing to and representing the Faculty on relevant University committees and working groups, and representing the University externally in professional associations, on national and international bodies, and with other stakeholders, to further the interest of the discipline and wider academic community.
- Taking responsibility for a range of cross-Faculty operational and strategic development projects.
Managing Activity and Resource in the School

- Ensuring the efficient and effective operation of School business
- Overseeing student recruitment in the School, in accordance with the Faculty strategy.
- Managing staff in the School, in accordance with the Faculty strategy through recruitment and selection.
- Setting targets, mentoring and monitoring achievement.
- Managing the performance and development appraisal (PDA) process.
- Overseeing staff development.
- Managing staff workloads.
- Managing all aspects of the School's performance and budgets, ensuring adherence to financial regulations, policies and procedures and value for money.
- Overseeing the development of School income-generating activities.
- Chairing / participating in the School Management Group, the Boards of Study, Assessment Boards and other relevant meetings.
- Ensuring that all areas of the School comply with University and Faculty policies and procedures.

Personal Activity in your own Discipline Area

- Identifying and obtaining funding for research programmes and other scholarly activity.
- Maintaining your personal contributions to teaching and supervision.

Important Internal Relationships

- Staff and Students of the School;
- The Dean of the Faculty;
- The Associate Deans of the Faculty;
- Other Faculty Head of School
- Faculty Head of Resources and Planning
- Human Resources;
- Finance;
- Academic Quality Standards;
- Student Engagement and Enhancement.
Kingston University London

**Person Specification**

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities, and experience:

**Essential Criteria**

• An undergraduate and postgraduate degree in an appropriate subject.

• An appropriate PhD or equivalent.

• A recognised teaching qualification or equivalent (if not already obtained, the postholder will be expected to achieve UKPSF recognition by the end of their probation period).

• Significant professional experience in higher education.

• Thorough understanding of contemporary approaches to pedagogy relevant to the School’s course portfolio.

• A proven ability in research and/or enterprise, including securing external funding.

• A proven ability in management, organisation and administration in higher education.

• Thorough understanding of quality assurance and enhancement in higher education.

• The ability to manage teams and to work collaboratively with colleagues on the development and implementation of a strategic vision for the School and secondarily for the Faculty.

• Excellent people management skills.

• The ability to manage resources in a professional and/or educational context.

• Outstanding organisational, communication and administrative skills.

• The ability to lead and support research and enterprise.