



This job description is intended to describe the requirements and responsibilities of the job and is not an exhaustive list of duties. Job descriptions will be amended from time to time as appropriate in discussion with the jobholder.

Job Information

Job Title:	Head of School
School/Service	Education and Social Work
Reports to:	Provost
Grade:	Grade 10

Main Purpose of Job

1. The role of the Head of School of Studies shall be to provide academic leadership and management of the School, in support of the University's mission and strategic aims.

Key Duties & Responsibilities

1. Contribute to the strategic planning of the University.
2. Develop and ensure the delivery of academic strategy and operational plans for the School in line with University strategy, key performance indicators and operational targets (e.g. student recruitment, student retention, research grant and contract income).
3. Ensure the identification and management of key strategic and operational risk.
4. Plan and ensure the highest quality delivery of teaching, learning, assessment and feedback within the School, in line with academic standards, quality assurance and other enhancement measures (e.g. e-learning), in accordance with the teaching and learning strategy.
5. Ensure the development, innovation, promotion and delivery of the School's curriculum, in line with the teaching and learning strategy.
6. Ensure the conduct of the highest quality research by all levels of academic faculty, to the required volume, in accordance with the research strategy and University policy, e.g. on research ethics.
7. Ensure the delivery of a high standard of research student supervision.
8. Grow research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements.
9. Develop the School's enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy.



10. Ensure the delivery of a high-quality student experience to all students within the School, seeking and achieving enhancement on a continuous basis in line with University strategies.
11. Lead the School Management Team to ensure optimal performance of the School, liaising with other Schools and with senior management colleagues, as necessary. The School management team will comprise the Head of School, Deputy Head of School, Director of Doctoral Studies, Director of Research and Knowledge Exchange, Director of Student Experience, Director of Teaching and Learning and such other members of staff as s/he appoints.
12. Ensure the appropriate planning for and deployment of staff across the School in accordance with strategic and operational plans.
13. Ensure the recruitment and appointment of high calibre staff in accordance with University appointment procedures.
14. Ensure the effective, consistent and fair management and development of individual staff and teams within the School in order to achieve high levels of School and University performance, implementing relevant University policies and procedures for induction, probation, performance and development review, career development, reward and capability management.
15. Plan, manage and control the School's finances, within allocated budgetary resource, ensuring the effective and efficient allocation of resource and to ensure that funds are assigned and used for the purpose for which they are intended.
16. Promote a positive image of the School internally and externally.
17. Foster positive working relationships for the School within the Faculty and across the University.
18. Ensure the School's compliance with, and promotion of good practice in relation to, University policy, procedure and guidance on equal opportunities, health and safety, and data protection in respect of students, staff and other relevant parties and any other legislative or regulatory obligation.

Job Context

1. The post holder reports directly to the Provost, but enjoys a high level of autonomy and responsibility to enable the post holder to manage their own work – and that of their School – to achieve the strategic and operational goals of the University, their School and their personal objectives. The post holder is expected to work collaboratively with fellow Heads of School and other key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
2. The role holder operates within the wider framework of the University KPIs and the strategic aims of the school are aligned to these. The University's 2025 Research with Impact Strategy provides a structure for the ESW school's Strategic Framework for Research which outlines the aims, objectives and mechanisms underpinning our vision for research and knowledge exchange.



3. Reporting directly to the Provost the role holder will be required to undertake any other reasonable duties and responsibilities as requested by the Provost.
4. The School has ambitious plans to become a leading centre of research and teaching in social work and education. The school already offers some of the best undergraduate and postgraduate programmes in the country, including a range of innovative masters programmes and doctorates. The schools international work is a particular strength, and attracts some of the best students from around the world as well as from the UK. The school is developing an already strong research profile in selected areas, and ESW staff have an excellent track record of publication in top level settings.
5. All HoS may be called on to be members of the University Executive Group, upon such a call they will be expected to undertake the duties and responsibilities commensurate with the seniority of a substantive member of UEG.
6. Lead role in university promotions committee processes; support of early career groups; ongoing career support at all levels.
7. Deliver School and university targets in relation to league tables, NSS, REF, TEF, KEF etc.
8. Overseeing staff welfare including surveillance of workload, ensuring any wellbeing and mental health issues are appropriately dealt with, occupational health referrals, adjustments to working patterns or mitigations, flexible working, managing transition to retirement
9. Ensure the School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
10. Promote and embed Equality, Diversity and Inclusion in all aspects of the School's activities, creating a positive culture and identifying and challenging discrimination, to increase the visibility of under-represented groups.
11. The School of Education and Social Work has two regulatory bodies that need to be satisfied - DfE and Social Work England. All ITE programmes are inspected by OFSTED. Manage all PGCE admissions and the role holder is responsible for that. Over 1,200 applications per year. The school also manages the admissions for 1,500 SKE students and around 300 pedagogy and practice students, overseen by the role holder. The role holder is also responsible for over £7 million of bursaries (PGCE £3.5 million and SKE £3.7 million). These are audited by the DfE so need careful management and oversight because any mistakes become a liability for the university.
12. The Head of School will be responsible for ensuring that key School operations in research and education are consistent with regulatory requirements from statutory bodies such as the Office for Students, and are optimised for positive results in key



national metrics such as the National Student Survey and Research Excellence Framework.

Dimensions

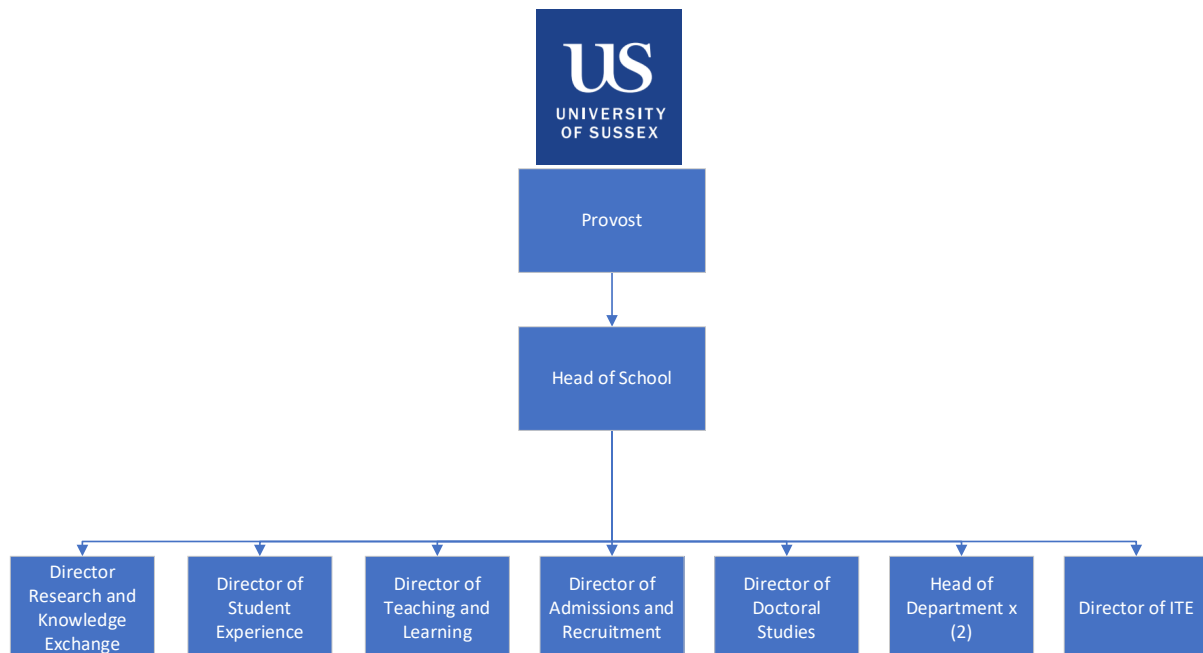
1. The Head of School for Education & Social Work has the following budgetary responsibilities:
 - a. Staffing budget - £5.3m (average over three years)
 - b. Operational budget - £1.9m (average over three years)
 - c. An income target of £13m (average over three years)
 - d. Research income of £1.1m (average over three years)
2. The role holder makes daily decisions whose outcomes are apparent, as well as those that are more strategic. Example of the former include student support and discipline, curriculum development, staffing (promotions, probation, appraisals, appointments, workload allocation, staff support); internal and external communications. Examples of the latter include new initiatives for improving student experience, closing attainment gaps, diversifying the student recruitment base, improving workload allocation processes, developing research excellence.
3. Courses run 22 (average over previous 3 years)
2 Departments
234fte Undergraduates per annum
543fte Post-Graduates per annum
44fte Post-Graduate Researchers per annum
1,500 Subject Knowledge Enhancement students

Excluding the SKE student there are circa 1,700 students. So, well over 3,000 students. This is lost when you report as ftes and it is unusual compared to other schools.

4. The Head of School holds accountability for the following roles (totals are averages over previous 3 years as the numbers of staff will fluctuate over time):
 - a. 22.75fte Professional Services staff at various grades
 - b. 2fte Technical Staff
 - c. 13fte academic staff at grade 7
 - d. 37.25fte academic staff at grade 8
 - e. 21.5fte academic staff at grade 9
 - f. 13.25fte Professorial staff
 - g. Seconded staff from local school (circa 10 per year)
 - h. School tutors (circa 8 per year)
 - i. Associate fellows (circa 10 per year)
 - j. Associate tutors (2)
 - k. Service users (12 per year)
 - l. Doctoral tutors (circa 5 per year)

In numbers it tends to be around 130 staff in the school.

Organisational Structure



- Line manage all academic staff and foster a supportive and collegial academic working environment that delivers equality and inclusiveness in all aspects of the School's operations.

Internal and External relationships

In terms of external roles, the HoS needs to ensure good relationships with over 400 partners. These are mainly early years settings, primary and secondary schools as well as East Sussex county council and Brighton and Hove city council. We also have a significant partnership agreement with Vidlearn to deliver Subject Knowledge Enhancement.

The school also has a number of research partners.

Other Contextual Information/Special Features

Overarching responsibilities

- Line manage all academic staff and foster a supportive and collegial academic working environment that delivers equality and inclusiveness in all aspects of the School's operations.
- Promote and foster the development of research of the highest quality including supporting the development of research grant applications and awards.
- Promote and foster excellence in teaching and learning, including employability and the broader student experience, ensuring that students benefit from the high research quality of the School.
- Support the development of innovative practice in teaching and research in a way that is consistent with the values of the School.
- Support the development of new national and international collaborations and strengthen existing links with external organisations including government, public sector organisations and third sector partners.
- Promote the School's international profile.
- Lead the appointment process for hiring highly talented new staff.
- Manage the School's finances and ensure that the School is in a strong financial position, creating and seizing opportunities to grow revenues, thereby harnessing additional resources to support the School's development.



- Actively shape, implement and manage academic administration within the School.
- Represent the School at relevant University fora and decision-making bodies.
- Contribute to the formulation of University policy and be responsible for the implementation of policies within the School.
- Represent the School on ceremonial and other occasions.
- Pursue a strong programme of personal research and education.

Specific Responsibilities

Strategy and planning

1. Development of a school strategy aligned to the university strategic framework and associated operational plan.
2. Maintain a risk register to proactively manage risks to the delivery of your objectives (in accordance with the University's Risk Management Framework).

Governance

1. Put in place, maintain and monitor robust academic procedures.
2. Ensure the school has a robust and clear ethical review process for research.
3. Ensure that school committees are operating according to their agreed ToRs.
4. Oversee and attend the following school committees.
 - a. School meetings (chair)
 - b. School Health, Safety and Environment Committee (member)
 - c. Academic Promotion Boards (chair)
 - d. Boards of Study (chair)
 - e. School Research Committee (member)
 - f. School Research Degree Committee (member)
 - g. School Student Experience Group (member)
 - h. School Student Progress Committee (SSPC) (member)
 - i. School Teaching & Learning Committee (member)

Finance

1. Ensure adherence with the University's Financial Regulations and the principal Financial Policies (particularly the Purchasing Policy).
2. Manage school budget and if not responsibility for elements of the budget ensure that budget holders are clear on their financial management responsibilities.
3. Annual review of financial delegations in place in your School/Division in the past twelve months.
4. Ensure that staff in school have completed the appropriate finance training.
5. Ensure that all necessary internal controls are in place to ensure that any significant variances from approved budget can be properly identified and controlled.
6. Work with colleagues in finance specifically business partner to set budgets.
7. Ensure that the necessary mechanisms exist to allow the accurate costing of research (and other activities) within the school.

Conflict of Interest

1. Maintain a register of interests and gifts and hospitality register.

Staff planning and Resources



1. Fill key roles such as DTL/DoSE/DRaKE/HoD etc.
2. Ensure that all school staff are aware of the University's policies/procedures in relation to the recruitment of staff.
3. Monitor and ensure effective procedures for the following:
 - a. Induction
 - b. Probation
 - c. Performance and development review
 - d. Career Development
 - e. Capability management
4. Ensure a clear/transparent processes for the recording of sickness absence within the school.
5. Operate an effect process for cascading information to all school staff.

Compliance

1. Development, monitoring, and testing of a business continuity plan.
2. Understand legal responsibilities for Health and Safety
3. Understand responsibilities (both directly and indirectly) in relation to UKVI compliance
4. Understand responsibilities to provide accurate, accessible and timely published information to students and applicants
5. Be clear of role and associated responsibilities with respect Freedom of Speech and the University's procedures for the approval of External Speakers.

Person Specification

Person Specification Element	Criteria
Skills	<ul style="list-style-type: none"> • exceptional communication and interpersonal skills, including the ability to articulate a clear, genuinely compelling vision and secure widespread commitment and engagement from a diverse range of staff and stakeholders • sound strategic thinking and planning skills, allied with the ability to define and articulate academic strategy and priorities • the ability to secure widespread engagement in and commitment to such a vision, and to motivate colleagues towards its delivery • proven ability of understanding, anticipating and responding effectively to the wider educational and political environment • proven ability of stimulating and encouraging new research and research-funding initiatives • proven ability in identifying, supporting and developing key members of the School's management team and outstanding colleagues • Results oriented, with the ability to foster a culture of delivery, responsibility and accountability. • An inclusive management style, with ability to foster partnerships, build relationships, work collaboratively across boundaries and achieve results



Qualifications	<ul style="list-style-type: none"> • personal international standing as a scholar of distinction with a proven track record of publications and obtaining research grants • a national/international reputation for excellence in academic leadership • Of professorial standing with a sustained track record of achievement gained within higher education
Knowledge	<ul style="list-style-type: none"> • A strong sense of strategic, academic direction linked to success in implementing and managing change and driving organisational achievement • Sound understanding of the current HE environment, the student experience and demands of the future • An established and active international research profile and/or a track record of personal excellence in teaching.
Experience	<ul style="list-style-type: none"> • strong managerial aptitude, including the ability for longer-term thinking and the development of achievable plans as well as the capacity to make good decisions when faced with uncertainty or risk • experience of initiating and managing change • financial and resource management experience on a relevant scale with proven experience in the delivery of complex budgetary processes • previous experience of leading and managing a senior team • demonstrable experience of building successful academic structures and organisations • Demonstrates substantial evidence of leadership and achievement within the relevant field
Personal Attributes	<ul style="list-style-type: none"> • A personable and professional manner and credibility that commands confidence • Personally committed to ensuring that the University's policies are reflected in all aspects of work, in particular, those relating to people management, academic standards, equal opportunities and health and safety. • outstanding communication skills, natural authority and a commitment to seek and apply excellence in all areas • proven ability to manage time and pressure successfully as well as the character traits of flexibility, adaptability and a commitment to personal development • a positive approach to the organisation, content and delivery of undergraduate and postgraduate degree schemes in the fields covered by the School • Commitment to the University's values, with the drive to embed these in the school