

Job Description

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| Job title | Head of Subject (Education and Interdisciplinary Studies) |
| School / department | School of Human and Social Sciences (SHSS) |
| Grade | Grade 8 |
| Line manager | Head of School of Human and Social Sciences |
| Responsible for | Education and Interdisciplinary Studies subject area and line management of academic staff. Management, leadership and development of specific areas of portfolio. |

Main purpose of the job

The successful candidate will be responsible for the Education and Interdisciplinary Studies subject area within the School of Human and Social Sciences. Working closely with the Head of School and other Heads of Subject as a member of the School Executive, you will contribute to the strategic leadership and operational management of the School in line with School and University strategies, policies and procedures. In this role you will provide leadership and make an individual contribution to the development of specified areas of the provision of teaching, research, knowledge exchange, enterprise and external markets in the UK and overseas as required.

You will be responsible for providing academic leadership and management of the Education and Interdisciplinary Studies subject group, focusing on developing and resourcing academic activity (UG and PGT portfolios, PGR students and staff research, knowledge exchange and enterprise) across Education, Nutritional Therapy, and Social Sciences with a particular emphasis on quality assurance and enhancement of the student experience. You will have strategic oversight of the Education and Interdisciplinary Studies portfolio and development of new provisions, working closely and collaboratively with the Course Leaders, supporting and managing them in their leadership of courses across all levels.

Key areas of responsibility

1. To support and work with the Head of School and the School Executive in the development and implementation of the School's strategic plan.
2. To oversee the delivery of courses in psychology and in addiction studies through management and leadership of Course Leaders.
3. To line manage the academic and technical staff within the subject area.
4. To co-ordinate the development of marketing, recruitment, admissions, retention and progression plans for the subject area and ensure that targets and performance indicators are agreed and met.
5. To develop the course portfolio to meet existing and future student demand and meet recruitment and retention targets.

6. To work with course leaders to ensure appropriate timetabling and resource allocation and to oversee timely outcomes for Assessment, Progression and Award Boards.
7. To promote the continuing enhancement of curricula and the student experience, in line with PRSBs where relevant.
8. To ensure the effectiveness of the subject's quality assurance and enhancement arrangements.
9. To contribute significantly to the teaching, research, knowledge exchange and enterprise output and activities of the School.
10. To maintain effective relationships with collaborative partners and other stakeholders, in line with University strategies and policies.
11. To advise and support the Head of School on the appropriateness and adequacy of staff workloads and physical and virtual resources for course delivery.
12. To ensure that subject area activities comply with University financial regulations, academic quality assurance arrangements, value for money objectives, and School and University plans.
13. To advance staff capability and aspirations within their discipline ensuring their induction, development, appraisal and performance review, and effective deployment in line with University policies and procedures.
14. To represent Education and Interdisciplinary Studies within the School, wider University and externally and to demonstrate personal commitment to the promotion of equality and diversity throughout the School and University.
15. To undertake other appropriate tasks commensurate with the grade as required by the Head of School.

Person Specification

| Criteria | Essential | Desirable |
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| Qualifications and/or membership of professional bodies | <p>UG and/or PGT degree or equivalent in a relevant field.</p> <p>HEA Fellowship (or willingness to obtain within 6 months of employment)</p> | <p>Membership of relevant professional bodies</p> <p>PhD in a relevant field</p> |
| Knowledge and experience | <p>Record of achievement in HE teaching (through course and module delivery and leadership), research (through publication and grant capture) and/or enterprise (through income generation and project delivery)</p> <p>Established record of academic leadership and management including managing staff and other resources to deliver School and University goals</p> <p>Experience of strategic leadership of portfolio and/or curriculum development to meet student demand and attain recruitment targets</p> <p>Record of active participation in the assurance and enhancement of academic quality and standards, including in the context of PSRB accreditation scheme requirements</p> | <p>Experience of supervising doctoral students to completion</p> <p>Experience of developing and maintaining effective networks and partnerships</p> <p>Experience of financial planning, resource allocation and budget monitoring</p> <p>Experience of engagement with institution-wide agendas, e.g., through committee and/or project-team membership</p> <p>Experience of delivering strategic change</p> |

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| <p>Specific skills to the job</p> | <p>Academic planning and organisation</p> <p>Enhancing teaching and learning support</p> <p>Ability to develop and maintain team motivation and commitment</p> <p>Strategic and operational planning within an academic context</p> <p>Use of remote learning and other communications technologies</p> | |
| <p>General skills</p> | <p>Sound judgement and practical problem-solving skills</p> <p>The ability and willingness to take difficult decisions and to deliver priorities for UWL</p> <p>Excellent interpersonal skills; an assured and confident communicator</p> <p>The ability to liaise and network internally and externally effectively</p> | |
| <p>Disclosure and Barring Scheme</p> | <p>This post does not require a DBS check</p> | |
| <p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p> | | |