



Head of School

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for everyone in our community. Through brilliant teaching and transformative learning, we're cultivating globally minded graduates to bring purpose and passion to people and planet.

Job description

Position details

Job title:

Head of School

Grade:

Spot

Department:

Provost's Group

Line Manager Job Title:

Deputy Vice Chancellor

Job purpose

To lead a Regent's University London School, inspiring course teams to deliver a unique education that stands out in a competitive market, and through setting the vision and ambition for the School.

Design and deliver innovative, practice-orientated courses that disrupt traditional models. Ensure new courses are commercially successful and of exceptional quality relative to competitor offerings. As the public face of the School communicate the value proposition clearly and confidently across multiple channels to a wide range of stakeholders.

Establish and nurture strong relationships with the relevant professions, securing placement and project opportunities for students, and arranging high-profile guest speakers.

Attract, recruit, and lead a high-calibre team of educators. To lead by example, develop a high-performance culture to deliver outstanding teaching, and foster a culture of collaboration and innovation.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



We strive for excellence
 We don't fear failure; we learn from it
 We challenge ourselves



We're better together
 We create synergy when we collaborate
 We celebrate our successes



About people, cultures, ideas
 We're inclusive and welcoming of new perspectives
 We encourage learning and growth

Main responsibilities

- 1 Set and lead the vision, priorities and direction of the School including developing and growing a market-led portfolio of courses which are strategically aligned with the University's mission and embed Regent's approach to experiential, real-world and practice-based learning.
- 2 Lead the successful design and delivery of outstanding, inspirational research-informed teaching and learning aligned to the University's Hallmark Pedagogy, appropriate for campus-based, blended and online learning.
- 3 Lead innovation and contribute to the delivery of outstanding teaching and student experience through collaboration and continuous improvement, enabling others to do the same.
- 4 Lead a dynamic and innovative approach to teaching, research and enterprise that underpins teaching and delivers the University's ethos of experiential, real-world learning.
- 5 Work effectively with cross-University teams taking responsibility for:
 - Effective use of data, management information and student feedback, to ensure course performance against University KPIs for subject TEF, NSS, retention, progression, completion and graduate employability.
 - Continuous improvement of the course(s) making changes as necessary to ensure relevance with changes in the legal sector and to ensuring courses are of exceptional quality.
 - Ensuring effective implementation of the University's Hallmark Pedagogy, Teaching & Learning, and Assessment & Feedback strategies.
 - Oversight of validation and revalidation activities and events as required.
 - Ensuring that course(s) are delivered in line with internal and external requirements.
 - Ensuring effective academic support systems are in place to deliver an excellent student experience.
- 6 Full P&L ownership for the School. Work effectively with relevant cross-University teams to ensure:
 - New market-aligned course products are developed and design to meet the University's growth aspirations.
 - Strong student recruitment to realistic targets.
 - Effective marketing plans are in place. As a new school this will involve profile-building activity including launch events, advertorials, etc.

	<ul style="list-style-type: none"> • Effective business planning including setting appropriate staffing plans, managing non-staff budgets, and ensuring financial sustainability and profitability targets are met or exceeded. • Provision of data and information required to ensure the effective completion of timetabling and other operational planning such as workload planning.
7	Develop high-quality external partnerships and opportunities that enhance the teaching experience, improve employment outcomes and equip our graduates as leaders in their chosen field.
8	Make an individual contribution to the academic field or discipline through teaching and learning, professional practice, research, enterprise, innovation or scholarship.
9	Maintain an external profile and network, building effective and influential relationships with strategic partners enabling them to lead an academic team with authority and authenticity.
10	Chair validation and revalidation activities and events, assessment boards, and contribute to University committees as required.
11	Oversight of the assignment of teaching, course management and priority projects within the School.
12	Attract and recruit a high-calibre team of educators. Oversight of performance, and talent development to deliver high expectations for performance and outcomes.
13	Demonstrate self-leadership through a commitment to continuous professional development across leadership, management and academic practice as outlined in the UK Professional Standards Framework and in the Regent's Academic Careers Framework.
14	Promote interdisciplinarity in teaching and learning and support the success of the common curriculum
15	Actively seek to implement the University's health and safety policy and give due regard to the health and safety of themselves and others when carrying out duties.
16	Actively seek to implement the University's equal opportunities policy and promote equality of opportunity in relation to the duties of the post.
17	To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person specification

1. Position details

Job title: Head of School
Grade: Spot
Department: Provost's Group
Line manager job title: Deputy Vice-Chancellor

2. Person requirements

Job requirements	Assessment criteria	
	(E)ssential	(D)esirable
Qualifications & training		
Educated to degree level or equivalent qualification in a relevant field	E	
PhD or equivalent professional experience in a relevant field.	E	
HEA Fellowship/PGCHE <i>*Should candidates not possess either qualification they will be required to undertake the PGCHE in the first two years of employment supported by the University</i>		D
Experience		
Experience of developing and growing a significant business unit ideally within a higher education setting with full P&L and KPI ownership.	E	
Demonstrable experience of the design and delivery of outstanding, inspirational research-informed teaching and learning, appropriate for campus-based, blended and /or online learning environments.	E	
Experience of using management information and student feedback, to deliver improvements in student satisfaction, retention, progression, degree outcomes and graduate employability.	E	
Proven experience of successful business planning and development to ensure commercially successful courses.	E	
Proven experience of implementing continuous improvements which improve experiences and outcomes for students.	E	
Experience of delivering recruitment activity, ensuring effective marketing and student recruitment to realistic targets.	E	
Experience of leading practice, research, enterprise and innovation that underpins teaching and learning and delivers against strategic objectives.		D
Experience of setting work, assigning priority projects, and providing accurate data for student records, timetabling and other course management functions.		D
Experience in supervision of undergraduate, postgraduate degree-level projects	E	

Experience of teaching international students		D
Experience of supporting diverse educational needs of individual students	E	
Knowledge, skills & competencies		
Proven ability to set and lead the vision, priorities and direction of course(s), leading and inspiring academic teams (directly or indirectly) to deliver high level performance in line with the University's strategic plan and mission.	E	
Excellent knowledge of specialist subject area and educational practices in the field.	E	
Track-record of developing high-quality external partnerships and opportunities that improve student experience and employment outcomes.	E	
Proven ability to develop and design new modules or course products.	E	
Excellent track-record of individual professional practice, innovation, enterprise, or pedagogic or subject research and its application in the context of teaching and learning.	E	
Ability to chair and lead meetings effectively.	E	
Excellent knowledge of quality assurance, internal and external policies and processes that impact the delivery and quality of teaching and learning.	E	
Proven ability to set and lead the vision, priorities and direction of course(s), leading and inspiring academic teams (directly or indirectly) to deliver high level performance in line with the University's strategic plan and mission.	E	
General attributes & personal qualities		
Skilled stakeholder manager, able to credibly influence and effectively partner with others.	E	
Ability to champion innovation and look for continuous improvement as well as new business opportunities.	E	
Excellent written and verbal communication and interpersonal skills.	E	
Driven to ensure a high-quality student experience in their area of work and team.	E	
Flexible and able to meet changing priorities and needs of the business.	E	
A team player with a 'can do' attitude, including supporting others to meeting objectives of the wider team.	E	
High level of accuracy and attention to detail in the quality of work delivered.	E	
Able to effectively balance competing priorities and to manage workload.	E	
Ability to role model The Regent's Way.	E	