

<b>Position/Job Title:</b>	<b>Associate Head of School</b>
<b>Faculty/Professional Service:</b>	<b>Faculty-based</b>
<b>Group/Section:</b>	<b>Faculty Executive Team</b>
<b>Normal hours per week:</b>	<b>Full time, job-share, part-time and flexible working arrangements are welcomed and will be considered. Some flexibility will be required in order to ensure that key time scales and deadlines are met.</b>
<b>Permanency:</b>	<b>Tenure of five years, although the postholder is an established BU employee. At the end of tenure, a suitable alternative post will be sought commensurate with experience, subject to availability.</b>
<b>Workload Allocation:</b>	<b>0.6 FTE for leadership duties</b>
<b>Grade:</b>	<b>9</b>
<b>Accountable to:</b>	<b>Head of School</b>
<b>Accountable for:</b>	<b>Academic members of staff</b>
<b>Apprenticeship academic provision and/or support) We are committed to providing a safe environment for all students and staff. As this role comes has contact with apprentices, the postholder must be familiar with our Safeguarding Policy and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.</b>	

### **Job Purpose**

The Associate Head of School provides operational and academic leadership within assigned subject disciplines, supporting the Head of School in delivering key strategic and educational objectives. This role focuses on enhancing teaching quality, student experience, and staff development while ensuring compliance with accreditation and university policies. The position also contributes to research and external engagement but remains primarily responsible for supporting, rather than leading, school-wide initiatives.

The post holder will be provided with 0.6 FTE for leadership duties and for the remainder of their time, will be required to contribute proportionally to education, research and practice activity in line with the workload planning guidance in force at that time.

### **Leadership Responsibilities**

- Support the Head of School in delivering strategic and operational objectives across assigned subject areas.
- Contribute to academic programme delivery, ensuring high standards and performance metrics in teaching, learning, and assessment.
- Assist in curriculum development and enhancement within subject disciplines, ensuring alignment with school, faculty and university priorities.
- Support student experience and employability initiatives, including academic support, retention efforts, and student wellbeing programs.

- Provide mentorship and professional development opportunities for academic staff within the school.
- Collaborate with the Head of School to manage resource planning and staff workload allocation.
- Ensure compliance with quality assurance, accreditation, and regulatory requirements as directed by the Head of School.
- Facilitate interdisciplinary collaboration within the school and contribute to faculty-wide initiatives.
- Assist in research and knowledge exchange activities, encouraging staff engagement and external collaboration.
- Deputise for the Head of School when required, ensuring continuity of leadership in their absence.
- Contribute to university-wide initiatives and governance committees as assigned by the Head of School.
- Support efforts to attract and retain students, contributing to student recruitment strategies.
- Work with university marketing teams to enhance program visibility and appeal including Open Days and recruitment activities.

#### **Other academic responsibilities:**

##### Education

- To work with the HoS to develop and implement a strategy to broaden the academic appeal and to ensure innovation and creativity through education in the School aligned with BU2035.
- To work with the HoS to foster pedagogic development through a focus on digital skills, and fully embracing a digital pedagogy and develop an appropriate portfolio of taught programmes.
- To demonstrate an enhanced student experience including responding to the National Student Survey results, undertaking benchmarking of the portfolio, enhancing graduate employability through the development of programmes and implementing action measures where required.
- To demonstrate an established team based contribution to educational delivery as defined in the Academic Career Framework.
- To make an established contribution, both as an individual and through the leadership of others, to an enhanced student experience through educational enhancement activity as defined in the Academic Career Framework, including establishing mechanisms to improve and deliver academic quality assurance and quality enhancement within the School.
- Through the leadership of others to make an established contribution to curriculum development and innovation which is informed by best practice (e.g. via the Higher Education Academy) as defined in the Academic Career Framework.
- To work with the HoS to ensure globalisation of the curriculum and establish partnerships and collaborations nationally and internationally to enrich the curriculum and its delivery.
- To make an established contribution to education within own discipline through both internal and external academic citizenship activities as defined in the Academic Career Framework. This includes ensuring that matters relating to professional bodies are addressed efficiently and effectively

##### Research

- To work with the HoS to develop and implement the research agenda and strategy for the School and related centres aligned with BU2035.
- Coordinate strategies for the School targeting Early Career Researchers and Postgraduate Researchers in line with the Faculty and University ambitions.
- To participate in the research seminar and postgraduate lecture programmes.
- To support the HoS to drive research activity and related centres, this includes managing the collaboration and preparation of data, and submissions in connection with the REF for the School.
- To develop productive relationships with national and international grant awarding bodies, ensuring awareness within the School of prospects for further research development in order to increase income.
- To demonstrate an established contribution to research within own discipline through both internal and external academic citizenship activities through leadership of a team.
- To possess an established body of published work and/or artefacts relevant to own discipline both in terms of type and volume which is gaining international recognition.
- To demonstrate an established track record, relevant to discipline norms, of external RKE funding bids for travel, research, consumables, staff costs and/or studentships.
- To demonstrate an established track record of post-graduate supervision as defined in the Academic Career Framework. In addition, to improve post-graduate research student progress, increase completion rates and advance Post-Doctoral Research Assistant activity.

#### Practice

- To demonstrate an established contribution to practice via team leadership in own discipline at a national/international level.
- To make an established contribution to practice in own discipline via team leadership through engagement and thought leadership with business, industry and professional and governmental bodies at a national level as defined in the Academic Career Framework.
- To disseminate research, academic learning or appropriate critical comment to external stakeholders at a regional/national level as defined in the Academic Career Framework.
- To make an established contribution to the organisation of practice activity through the leadership of teams as defined in the Academic Career Framework.
- Other in relation to main responsibilities above
- Maintain personal and professional development in line with agreed appraisal and development programme to enhance knowledge and contribution to relevant activities.

#### **Information Governance Responsibilities**

Data User - comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

#### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in

regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **Additional Information**

Objectives are developed for post holders by the Head of School based on the strategic plan. The objectives will be based on delivering the strategy (and the relevant KPIs) and will contain both short (one year) and long term (multiple year) objectives.

Individuals will be assessed annually for their delivery of their objectives.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality and Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. The post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**June 2025**

## Person Specification

Knowledge and Experience	Essential / Desirable
PhD or equivalent professional qualifications and experience in a relevant discipline	E
Relevant teaching qualification (e.g. Higher Education Academy (HEA) Practitioner or equivalent) or significant teaching experience with a commitment to achieving the required Professional Standards for Teaching.	E
Experience in academic leadership, staff development, and curriculum enhancement	E
Strong track record in student experience improvement and interdisciplinary collaboration	E
Familiarity with accreditation, quality assurance, and compliance frameworks	E
Experience in resource planning and workload management	E
Expertise in curriculum development, student engagement, and quality assurance	
Familiar with current developments in research with ability to identify appropriate research options, methods and theoretical perspectives. Knowledge of best practice in research methodology.	E
Research active with clear evidence of published work and/or artefacts.	E
Knowledge of relevant sector and organisations including potential for collaboration, professional practice activities and sources of funding.	E
Experience in administering programmes and procedures.	E
Evidence of effective leadership of staff, programmes and/or projects as appropriate.	E
Wide knowledge of best practice in learning and teaching approaches and techniques.	E
Knowledge of national policies and expectations relating to relevant developments in H.E.	E
Knowledge of sources of industry funding and income and ability to exert influence over funding decision-makers and likely consultancy opportunities.	E
Sustained reputation in own discipline.	E
<b>Skills</b>	
Effective leadership and team-working skills	E
Project planning and management skills	E
High-level organizational and operational planning skills	E
Effective stakeholder engagement and collaboration skills	E
Excellent IT, data, and digital skills	E
Highly developed interpersonal and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations	E
Mentorship skills with ability to coach colleagues in education, professional practice, research, and the use of a range of learning and teaching techniques	E
<b>Attributes</b>	
Strong academic leadership and team management abilities	E
Strong communication, mentorship, and problem-solving abilities	E
Commitment to promoting and achieving the University's strategic targets and objectives	E
Strong commitment to a student experience of the highest standard	E
Ability to identify and help manage academic and operational risks	E
Act as role model in relevant field(s)	E
Creative, solution-focused approach to solving complex problems	E
Ability to plan, co-ordinate and effectively control a range of activities	E
Ability to identify promising areas for funded research which will extend the boundaries of knowledge	E
Ability to optimise business operations in the current digital environment, and realise future digital potential	E
Strong value-based ethos and high-quality standards	E
Values diversity and difference, operates with integrity and openness, and encourages collegiality through an engaging leadership style	E