

Position/Job Title:	Head of School
Faculty/Professional Service:	Faculty-based
Group/Section:	Faculty Executive Team
Normal hours per week:	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.
Permanency:	Established position
Grade:	10
Accountable to:	PVC Dean of Faculty,
Accountable for:	Associate Heads of School
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.	

Job Purpose

To develop and deliver the vision and strategy of the School, such that it is aligned to the University and Faculty strategic priorities, objectives and values.

Provision of strong, creative, academic leadership, as well as human, physical resources and financial management of the School; continually striving to deliver excellence in education, employability, partnerships, research and innovation.

Be responsible and accountable for the quality and output of the School as measured by key performance indicators (KPIs) that are aligned to the University and Faculty strategic priorities.

Reporting to the PVC Dean of Faculty, the Head of School (HoS) will provide impactful and motivational academic leadership, driving innovation, academic flexibility and continuous evolution, whilst also ensuring that leading edge technology-enhanced learning is embraced. This will include responsibility for ensuring a culture that drives excellence in learning and teaching, increases our social and economic impact in the community, and enhances the student experience and employability.

The post holder, will lead the Schools' education and employability plans to innovate and differentiate the curriculum, making education more experiential, immersive, interactive and student-centred. This will support the delivery of a new institutional strategy through to 2035, aimed at developing highly skilled and employable graduates and entrepreneurs for the future.

The HoS will be motivational and inspiring, with a clear focus on talent management, succession planning and talent retention, ensuring a high performing and agile workforce who embrace the institutional direction and vision.

The post holder will be provided with at least 0.2 FTE for to enable them to contribute proportionally to education, research and practice activity in line with the workload planning guidance in force at that time.

The post is also a member of the Senior Leadership Team (SLT).

Main Responsibilities

- Develop and deliver the vision and strategy for the School aligned to BU2035.
- Provide impactful and motivational academic leadership, driving innovation, academic flexibility and continuous evolution within the School, whilst also ensuring leading edge technology-enhanced learning is embraced and embedded.
- Ensure a high-performing culture where staff are empowered with clear roles, responsibility and accountability. The culture should drive excellence in learning and teaching, increase our social and economic impact in the community, and enhance the student experience and employability.
- Plan, implement and embed talent management, succession planning and talent retention, to ensure a high-performing and agile workforce who embrace the institutional direction and vision.
- Collaborate with the Faculty portfolio Associate Deans to drive forward education & employability, global and strategic partnerships, and research, innovation & enterprise, within the School.
- Lead the development of the Schools' education and employability plans to innovate and differentiate the curriculum. This will support the delivery of a new institutional strategy through to 2035, aimed at developing highly skilled and employable graduates and entrepreneurs for the future.
- Lead the delivery of strategic objectives within their School, facilitating a diversified and differentiated academic portfolio, agile assessment methods, increasingly successful student outcomes and continued improvements in teaching practice and pedagogy.
- Manage and lead a team ensuring that they effectively deploy academic staff who individually and collectively contribute to the on-going development of an academically stimulating environment aligned to the strategic direction of the School and Faculty. This includes ensuring that Associate Heads of School complete workload allocation, appraisal, performance management.
- Play a role in realigning BU as a Modern University, differentiating the school through a focus on digital skills, and fully embracing a digital pedagogy. This includes ensuring a distinctive academic offer, to ensure a high-quality student experience, innovative pedagogy and a dynamic, market-led portfolio for the school.
- Ensure innovation and strategic intervention in the school's academic provision and digital pedagogy ensuring it is interactive, experiential, immersive, student-centred, future focussed, flexible and technologically enhanced.
- Work with the Faculty Executive Team in promoting innovation and adoption of new and emerging technologies and alternative, evidence-based modes of delivery, sharing best practice and co-creation.
- Ensure a flexible learning offer and experience which supports student success and delivers value for money across the school.
- Lead on all operational aspects of the school's strategy and delivery in relation to student progression, continuation, completion and graduate outcomes.
- Within the School, embed employability and graduate skills, ensuring that BU is preparing global citizens with skills relevant to a digital and technological driven future.
- As HoS, ensure the maintenance and enhancement of academic standards and student academic outcomes including ensuring compliance with OfS Conditions of Registration and requirements relating to apprenticeships where applicable.

- Deliver the development of an excellent student experience and a culture of excellence in all aspects of student experience, ensuring a implementation of the cross-university approach within the School. Ensure the student voice is heard, considered and appropriate actions are taken in a timely manner, energising, engaging and working with colleagues across the School to drive this.
- Implement and operationalise student experience and employability policies and strategies. Lead the delivery of strategic objectives within the School, facilitating a diversified and differentiated academic portfolio, agile assessment methods, increasingly successful student outcomes and continued improvements in teaching practice and pedagogy.
- Ensure that the School maintains the highest standards of teaching quality and that this is recognised in external assessments.
- Ensure that research and professional practice activities, inform teaching and delivery of units to support students' learning; this to be achieved by team members undertaking new research and disseminating findings to students and the wider community, and engaging with industry, business, and the professions to ensure that teaching resources are up-to-date and contribute to the employability of our students.
- Ensure the School engages with relevant research or knowledge exchange and contribute to and support enterprise, international and regional partnerships.
- Advocate for the School's interests internally and externally, secure funding for research; building relationships with stakeholders.
- Drive forward income generation for the School and Faculty through growth in student numbers either directly or through a contribution to new intra- or inter- Faculty programmes at all levels.
- Play a key role within the Faculty in leading the optimisation and streamlining of business operations, realising future digital potential and efficiency.
- Promote the well-being of all staff and students, fostering a culture of respect in all aspects of operation and leading, supporting and being sensitive to the different needs of students irrespective of their characteristics, location, or mode of study.
- To act as an ambassador for BU both across the University and externally
- To take responsibility for School financial planning and management and resource planning requirements.
- Maintain personal and professional development in line with agreed appraisal and development programme to enhance knowledge and contribution to relevant activities.

Additional Context

The HoS role provide a distinct career path for experienced and successful academics, providing strategic academic leadership, setting a clear strategic vision, and fostering a high-performance culture that enhances the School's internal and external reputation, and contributes to Faculty strategy and University-wide goals.

The aim of this role is to provide strategic leadership, people management, innovation of curriculum development, assurance of quality processes, resource management, and improving key performance metrics designed to enhance the student experience and academic environment. The HoS will be expected to understand diversification of portfolio, experiential, immersive, interactive learning, agile assessment methods, professional accreditations, leading-edge technology and digital pedagogy, TNE and where applicable degree apprenticeship provision.

The HoS will ensure a strong School reputation that attracts increasing numbers of students both domestic and overseas.

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 Dean of Faculty 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 (including experience & qualifications)	
PhD or equivalent professional qualifications and experience in a relevant discipline	E
Academic standing as a Professor in one of the disciplines offered by the Faculty	D
Relevant professional qualification and/or registration dependent on the nature of the role	E
Substantial academic leadership experience with a track record of high performance, credibility and authority in leading teams to success	E
Track record of enhancing the student experience and employability	E
Evidence of building productive relationships with external stakeholders	E
Proven development of innovative and successful curriculum and portfolio	E
Developed understanding of quality assurance and enhancement and how these contribute to maintaining high standards and continuous improvement	E
Digitally aware and experienced in the use of innovative technologies to empower students and staff to develop and progress	E
Extensive evidence of successful mentorship and development of others	E
Track record of effective and successful change management	E
Sound understand of regulatory and financial requirements, always acting with integrity and professionalism	E
Understanding of inclusive pedagogic practices	E
Extensive knowledge of the higher education, regulatory and political environments	E
Fellow of the HE Academy	E
Skills	
Exceptional ability to lead and develop academic staff	E
Strong project management 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
Attributes	
Strategic thinker	E
Ability to identify and respond to issues with flexible, effective and, where appropriate, innovative solutions	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
Credible advocate for the School	E
Ability to act as an effective ambassador for the School and the Faculty with regional, national and international businesses, universities and other organisations	E
Creative, solution-focused approach to solving complex problems	E
Adaptable and able to manage conflicting requirements whilst focussing on key priorities	E
Ability to build effective partnerships and collaborations between individuals and stakeholder groups engendering shared purpose and the opportunity and motivation to achieve objectives	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