

Job Description

Job Title	Head of School	Grade	SS2
Unit/Faculty	Faculty of Wellbeing, Education and Language Studies (WELS)		
Sub Unit/Faculty	School of Languages and Applied Linguistics		
Duration	Fixed term of 3+2 years if agreed by both role holder and Executive Dean, with the possibility of final extension of a further 2 years to mutual agreement)		
Responsible to (reporting relationship)	Executive Dean, WELS		
Responsible for (staff/equipment/budget)	School of Languages and Applied Linguistics, made up of 60 staff, Income: £17m ; Expenditure: £10m		
Purpose Statement			
<p>The position of Head of School role is a senior academic management role. The roleholder will deliver inspirational leadership, clear strategic vision, evidence based business judgements and decisions.</p> <p>The roleholder exercises responsibility on behalf of the Executive Dean of the Faculty to lead and advise on the strategic development and enhancement of the School's work across curriculum, research, teaching and learning, knowledge exchange and impact, and third sector engagement which aligns with the strategic direction of the Faculty and the University.</p> <p>The successful candidate will work with staff within the School to ensure an effective dialogue between the School, Faculty and University. They will work in partnership with other senior colleagues (e.g. Associate Deans, peer Heads of Schools, and other relevant members of the Faculty (and as appropriate the University) to deliver the Faculty's strategic aims through the development and implementation of business plans which are in accordance with the Executive Dean's accountabilities and targets as Faculty Planning & Resources Officer, and are aligned with the Faculty's risk appetite. In addition the role holder will lead on relationships between the School and external practitioners, research and teaching organisations to add maximum value to all areas of School endeavor.</p> <p>It is expected that Heads of School will maintain an academic profile in their field over the duration of the appointment and have an annual 20% allocation of workload for that purpose.</p>			
Main responsibilities			
1	To be an active member of the senior leadership team of the University, and of the executive team of the Faculty in which the School is domiciled, by collaboratively shaping and influencing University-wide and Faculty strategic objectives, initiatives and projects. Leading on University wide projects to deliver strategic objectives, guided where appropriate or required by key performance indicators (KPIs).		

2	To lead academic colleagues within the School in understanding and interpreting University and Faculty level strategy with a view to leading development of a vision and strategy for the School which supports the strategies of the Faculty and University; to prioritise objectives and actions which will deliver the vision and strategy; and to design their delivery and implementation including objectives, standards and KPIs.
3	In delivering the School's strategic and business plans, to ensure that paramount consideration is given to: (a) student experience and student success in the development and delivery of qualifications, curriculum, and teaching; (b) the excellence and wider impact of research and scholarship activities undertaken by the School's academics; and (c) focusing appropriately upon ensuring value for money in the activities undertaken within the School and (d) the demands of external frameworks and relevant accrediting organisations.
4	To use a variety of leadership and influencing behaviors to develop and manage the School to ensure the delivery of its teaching and research strategies through effective planning and management of resources including people and finance. Detailed School business planning should address priority, capacity, sustainability and risk management over a 3-5 year outlook, and must be aligned with the Faculty planning and resource accountabilities exercised by the Executive Dean through Planning & Resource Officer responsibilities.
5	To lead, manage and support School colleagues, including the school management team, by recruiting, developing, coaching, motivating and managing their performance and promotions, and in so doing act as a role model for the behaviours and values espoused by the University.
6	To provide inspirational leadership for academic innovation and in enhancing the reputation of the disciplines within the School by representing the University externally, and by encouraging and facilitating the School's academics to act likewise. Thereby, to ensure that the School has strong academic credibility and standing in the eyes of key external stakeholders both in the UK and internationally.
7	To ensure that appropriate structures, tools and processes exist throughout the School whereby standards for quality assurance and compliance are maintained at required levels. The roleholder is responsible for ensuring that the School designs, operates and monitors controls that ensure that its people and their activities remain within the levels of risk which the Faculty is prepared to take (using relevant measures), and reports any breaches of these levels (and mitigating and/or remediating actions) to the Executive Dean in a timely manner.
8	To be familiar with and keep up to date with the academic research, knowledge exchange and enterprise landscapes of the UK and understand how to position the School and its academic endeavors to the best possible advantage within them
9	To identify opportunities for income generation within the School and the Faculty, through diversification of sources and streams in line with University and faculty strategy and priorities.
10	To support the uniqueness of the Open University's ethos – 'Open to people, places, methods and ideas' – and apply to all our activities including a deep understanding of how to orientate pedagogy towards online, distance, and part-time Higher Education study.

Signatures

Job Holder*	Date
Line Manager	Date

* Only for instances when a job is being changed in consultation with the existing post holder

Person Specification

Criteria	Essential	Desirable	Measured by A Application B Test C Interview
Education, qualifications and training	PhD/DPhil (or equivalent in terms of qualification or experience) in a discipline relevant to the School.	<p>Management or leadership qualification e.g. MBA</p> <p>PGCHE or equivalent qualification or award (e.g. SFHEA)</p>	
Knowledge, work and other relevant experience	<p>Academic Excellence in Teaching, Research or Scholarship in an appropriate field demonstrated by, for example:</p> <ul style="list-style-type: none"> • Relevant publications or track record of research or scholarship excellence. • Industrial experience and knowledge exchange. • Teaching experience and understanding of the student perspective. <p>Experience of leading and managing complex projects involving multiple and diverse participants.</p> <p>Proven ability to develop networks and strategic relationships with key internal and external stakeholders.</p> <p>Demonstrable understanding of leading and managing people to deliver high performance.</p> <p>Ability to lead people through change and ambiguity, making positive use of the opportunities these present.</p>	<p>A previous senior management role within a Higher Education Institution, School or Discipline</p> <p>Or Senior business leadership experience</p> <p>Evidence of success and innovation in teaching and in the development and introduction of curriculum</p> <p>Experience of distance/online teaching</p> <p>Understanding the current and developing environment in which the University and the School operates</p> <p>Demonstrable understanding of the challenges of being an online distance learning institution, and the unique issues and opportunities this creates particularly in ensuring student success</p>	

<p>Skills, capabilities and qualities</p>	<p><u>Leading others to achieve results</u></p> <p>Motivates and inspires others to succeed through collaborative leadership and by fostering a culture of high performance individually and within teams.</p> <p>Demonstrates respect, openness and inclusivity towards all colleagues and an understanding of equality and diversity.</p> <p><u>Strategic and Analytical Thinking</u></p> <p>Understands complex institutions and how to navigate and negotiate options and solutions.</p> <p>Ability to develop strategy and concepts and translate this into business plans and risk mitigation leading to operational activity.</p> <p><u>Influencing</u></p> <p>Proven ability to influence across a large and complex organisation, challenges professionally and constructively, proposing and negotiating alternative options when needed.</p> <p>Builds rapport with others both at peer level and with a range of colleagues at different grades and levels of responsibility, inspiring trust and integrity amongst all such audiences</p> <p>Excellent communications skills to audiences with diverse backgrounds and agendas, including communicating and obtaining buy-in to complex subjects and difficult decisions.</p> <p><u>Resource Planning (people, financials etc)</u></p> <p>Understands resource planning to maximise resources to secure financial sustainability, flexing and responding to meet changing needs, challenges and opportunities.</p> <p>Evidence of the ability to negotiate within an environment of limited resources and take collective responsibility for shared decision making.</p>		

	<p><u>Personal Resilience</u></p> <p>An appetite for change demonstrating resilience within a constantly changing environment with conflicting priorities and demands.</p> <p>Ability to take initiative and act on problems and opportunities to reach successful outcomes when faced with setbacks or pressures.</p>		
Special working conditions			
Additional requirements			