University of Reading

JOB DESCRIPTION

Vacancy reference:	
Post Title:	Head of School
Grade:	TBC
School/Department:	
Reports to:	Pro-Vice Chancellor (Academic Planning and Resource)
Responsible for:	Academic staff within the School

Responsibilities of Heads of School

The Head is responsible for providing academic leadership to the School and is expected to contribute to leadership within the wider University. The Head of School is responsible and accountable through the PVC Academic Planning and Resource to the Council for the successful organisation and performance of the School.

The Head is expected to fulfil all the following:

1. Academic Leadership

- Provide, in collaboration with the School's senior management team, academic leadership, management and support to the academic staff in the School, working in partnership with PVCs, Deans, and Heads of Service and Function;
- Prepare strategic plans, supported by appropriate business plans, for the School's future development including consultation on and delivery of Key Performance Indicators, working closely with appropriate professional services staff as required;

- Determine the appropriate structure of the School and appoint members of the School's senior management team, including any heads of departments, and delegate to them day-to-day responsibilities as appropriate;

- Oversee the appropriate allocation of workloads and academic contributions, ensuring that each member of the academic staff is properly classified and workload allocated accordingly;

- Encourage and support staff development, having due regard for staff well-being, the University's published Values and Professional Behaviours, and diversity and inclusion;

- In collaboration with the School's senior management team, set and monitor appropriate targets and objectives for probationary academic staff, ensuring that probationary colleagues receive sufficient support and guidance as required;

- Ensure that the University and School's over-arching objectives are reflected via the PDR process, and review outcomes to identify common themes and issues that need addressing;

- As appropriate, approve or support requests from School staff for various schemes (such as the University sabbatical leave or study leave scheme, consultancy, permission to undertake research with an ethical aspect);

- Identify, recognize and reward good performance via the appropriate reward mechanisms

and processes, particularly ensuring that colleagues fully understand their opportunities for career progression via the Personal Titles process;

- Consult with staff both individually and as a group and communicate School and University policy to them. In this regard the Head of School should hold meetings to which all staff in the School are invited on at least three occasions during the academic year;

2. Resource Management

- Have responsibility for all resource decisions within the School, consistent with the agreed business plan;

- Have responsibility for the effective financial management of the School;

- Supervise the administration of the School and ensure appropriate management of resources, liaising as appropriate with the professional support services.

3. Operational Management

- Provide oversight over the appointment of academic staff;

- Provide oversight over the student experience in the School including graduates' professional qualifications and employability;

- Encourage the achievement of high standards of teaching and supervision through course development, training and other staff development, ensuring all those with teaching and learning responsibilities gain appropriate recognition;

- Encourage good research practice, the acquisition of external funding for research activity through grant and studentship applications, the delivery of research impact, the exploitation of inventions (where possible) and contacts with industry, commerce or other outside bodies;

- Ensure that appropriate arrangements are in place for the recruitment of undergraduate, postgraduate and continuing professional development (CPD) students;

- Administer School-level warnings for lack of academic engagement and fitness to study and to refer such cases as necessary;

- To ensure a safe working environment and positive safety culture through the effective leadership and management of health and safety, working closely with Health and Safety Services;

- Liaise with the University's Strategy & Space Management Director to ensure that there is appropriate space for the delivery of the School's academic activities;

- Be responsible for business continuity and risk management of School operations.

4. Contributions within and outside the University

- Provide oversight of the School's applications for external accreditations including Charter Marks and Athena SWAN;

- Communicate and promote the University's published Values and Professional

Behaviours, leading by example;

- Working effectively with other relevant entities within and outside the University, including UoRM;

- Represent the School and the University to external bodies;

- Contribute to the broader leadership within the University, attending meetings, committees and actively contributing to the Leadership Group, strategic projects and decisions as appropriate;

- Have such additional responsibilities as may be assigned by the Council or UEB from time to time.

In the discharge of their duties and responsibilities, the Head is reminded of the University's Policy Statement on and commitment to diversity & inclusion.

PERSON SPECIFICATION

Job Title	School/Department
Head of School	

Criteria	Essential	Desirable
Skills Required	• Ability to articulate strategic direction and vision and how this can be achieved • Ability to communicate School and University priorities in a clear, consistent and effective way to all categories of staff • Ability to support staff with their development through providing regular, honest feedback on their performance • Demonstrate effective academic leadership qualities • Ability to support and develop working cultures that encourage the pursuit of innovation • Strong administrative and/or organisational skills	
Attainment	• Willingness to obtain or pursue management / leadership development training	• Leadership and management development programmes or qualifications. • Change management qualifications.
Knowledge	• Financially and commercially aware within the University context • Knowledge of University procedures and a willingness to keep up to date with changes in procedures	
Relevant Experience	• University administration experience within an academic role • Established academic achievement in teaching and/or research	

	• Experience of leading and managing people and being a positive role model to others	
Disposition	• Be a role model of University Values and Behaviours • Inspire and motivate others • Honest, open and trustworthy • Ability to listen effectively, demonstrating individual understanding and empathy	