University of Hertfordshire

Dean of the School of Education

April 2017
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Introduction

The School of Education is an established and dynamic School with a commitment to developing excellence and confidence in teaching, learning and professional practice.

The School’s ethos is one of distributed leadership in which staff and learners work together. Strength in partnership is a distinctive feature: our partners include Further Education Colleges and SCITTs as well as over 600 primary and secondary schools.

The School’s portfolio of undergraduate and postgraduate programmes includes teacher education, early childhood studies, education studies and special educational needs. Innovative work in research and consultancy, education leadership and science education attracts individuals and organisations seeking to improve practice and acquire research skills.

Our programmes are cutting-edge, reflecting the many social, political and technological changes taking place in education. We ensure that our students leave us with the confidence to make a difference in contemporary learning and teaching, and the School has an excellent graduate employability record.

With over 70 academic staff, administrative and technical support staff we deliver a wide range of programmes to around 2,000 students.
The role of the Dean of the School of Education

Main purpose of the post
A School is a Strategic Business Unit within the University. It sets its own strategic plans within the agreed institutional framework and has responsibility for its own financial and academic health.

The role of the Dean of School embraces academic management and leadership, ensuring the highest standards of teaching and learning, research, knowledge transfer, scholarship and student experience within the subject(s) or discipline(s) for which the School is responsible. The Dean of School has considerable freedom to be innovative and creative in developing the School's reputation using the resources available. An important role of the Dean is to take forward the People agenda across the SBU developing a culture that embraces the University values.

The Dean of School will not only develop the provision of education and research within their own School but will also facilitate interdisciplinary collaboration with other Schools where appropriate. The Dean will lead the School’s engagement with employer organisations and professional bodies relevant to the disciplines represented in the School and will support staff in the School to actively engage in the generation of external income from educational provision, research and / or business-related activities.

The Dean of School will be expected to engage externally in the development of his / her discipline area and grow the external profile of the School and University.

The Dean of School will be expected to create and maintain a scheme of delegation which shows clearly the officers within the School to whom the Dean has delegated authority, the limits of that authority and the purposes for which it may be exercised across both academic and professional portfolios.

The Dean of School is Head of the Strategic Business Unit and Chairman (ex officio) of the School Academic Committee.

Principal duties and responsibilities
Management principles and responsibilities

1 As the senior manager, establish and maintain an appropriate management structure within the School, which is consistent with any generic principles or other structures determined by the Vice-Chancellor.

2 Manage all aspects of the operation and administration of the School (including academic and commercial collaborations) in accordance with and within any limits established by University policy or regulation, including but not limited to all academic provision, research, consultancy, and commercial activities.

3 Financial management and forward planning including business plans for the School, and preparation of annual School reports and other returns as required by the University.

4 Promote and manage the School’s engagement with employer organisations and professional bodies, in particular in relation to student placements, programme advisory groups, commercial activities and graduate employment.

5 Manage, commit resources and authorise expenditure in accordance with and within any limits established by University policy and regulation.

6 Ensure that, in all respects, the management and conduct of the School facilitates and enables the achievement of the University’s Strategic Plan.

7 Achieve all relevant Key Performance Indicators and performance targets, including financial targets and student recruitment targets.

8 Discharge all responsibilities assigned to Deans of School under the terms of University policy and regulation including those responsibilities that...
relate to staff performance and staff and student discipline, grievance and complaints.

9 Chair the School Executive Group and Chair the School Academic Committee ensuring that it carries out the functions of the Academic Board effectively.

10 Communicate effectively with all staff and students within the School.

11 Achieve the best possible practice and outcomes in all aspects of the School’s activities.

12 In liaison with Marketing and Communications, ensure appropriate marketing and promotion of School activities within the relevant markets.

Academic profile

13 Ensure that the academic profile of the School is appropriate, relevant and consistent with the strategic direction of the University.

14 Develop and keep under review the School’s academic portfolio (short-course / undergraduate, taught postgraduate and research degrees).

15 Formulate programme proposals and proposals for external academic partnerships and collaborations.

16 Establish and maintain links and networks that connect the School’s subjects / disciplines with employers, relevant industries, research establishments, business, commerce and the professions.

17 Facilitate and encourage effective liaison with current developments in the work of other Schools and organisational units elsewhere in the University.

Student experience

18 Take all necessary steps to implement the University’s strategies relevant to the student experience so that, in all respects, the student experience within the School remains excellent at all times.

19 Oversight of student affairs within the School, including academic appeals, grievances, discipline and student representation on appropriate committees and boards.

20 Manage the recruitment and support of research students, including the establishment and monitoring of quality assurance measures in relation to the appointment of supervisors, the allocation of resources, the provision of an appropriate training environment, and the monitoring and evaluation of progress of individual students.

Learning and teaching

21 Ensure the effective provision of the teaching and assessment for all programmes within the School and to ensure interdisciplinary collaboration with other Schools as appropriate.

22 Encourage innovation and the development of discipline-specific pedagogy aligned with relevant University policy and strategy and to ensure focus is maintained on the continuous improvement of quality.

Academic standards

23 Responsible to the Academic Board for the academic quality assurance and standards of the academic provision of the School.

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Education School Fact 3

99.4% of School of Education graduates are in employment or further study six months after graduation. (DLHE 2014/15)
24 Ensure that in the recruitment of all students, the University’s general principles of admission are observed and that quality is maintained and improved continuously.

25 Ensure that all necessary student documentation and accurate records are created and maintained.

26 The Accountable Officer for the purposes of internal and external subject review.

Research innovation and enterprise

27 Foster and promote a culture of research, scholarship and inquiry across the School. Lead the development of the School’s REF2021 submission.

28 Ensure all School academic staff engage in appropriate scholarship activities and that over time an increasing proportion of these staff undertake research resulting in recognised outputs, the supervision of research degree students and other research deliverables.

People and culture

29 Oversight of staff issues within the School including excellent people management, appointment, probation, appraisal, development, promotion and progression, review of performance according to procedures agreed by the University.

30 Maintenance of records of staff development activities.

31 Oversight and monitoring of staff workloads in order to ensure an equitable distribution of staff loadings across the School and the most effective use of staff resources.

32 Ensure talented staff in the Schools are recognised, rewarded and retained so ensuring that suitable succession plans are in place.

33 Discharge the duties of a line manager for all staff directly managed by the Dean of School.

34 Identify achievable equality goals.

Other

35 To take the lead and demonstrate visible commitment in driving high standards of health and safety throughout their School commensurate with current health and safety legislation and the University’s Health and Safety policy.

36 Meet School targets, for example for commercial income generation, research activity, staff development and home / international student numbers, as set in the annual planning round.

37 Act as a primary interface between the alumni of the School and the University, such activities to include social, public relations and fund raising events.

38 Maintain experience in academic delivery across teaching, research or enterprise at a minimum equivalent to 0.2fte through regular practitioner activity.

39 Contribute as required by the Office of the Vice-Chancellor, to University management and to strategic and policy development across the University.

40 Other duties and projects assigned from time to time by the Office of the Vice-Chancellor.
Supervision received
The Dean of School reports to the Deputy Vice-Chancellor (DVC) but is expected to operate with a substantial degree of autonomy in carrying out the above responsibilities and duties.

Supervision given
The Dean of School will oversee the work of all staff members of the School. The Dean is assisted in this by Heads of Department and Associate Deans, a Principal Technical Manager and a School Administrative Manager.

Relationships / contacts
Internal: The Dean of School will have regular contact with the DVC, Pro Vice-Chancellor’s (PVCs), other Deans, Heads of Departments, Associate Deans of Schools, and professional managers.

External: Deans / Heads of Schools / Departments in the subjects / disciplines represented in the School within other Universities, appropriate bodies and senior management in the education sectors, industry and commerce.

This document outlines the duties required, for the time being, of the post holder entitled Dean of School, to indicate their level of responsibility. It is not intended to be a comprehensive or inclusive list and the Deputy Vice-Chancellor may vary duties, from time to time, within the general character of the post and level of responsibility of the post holder.
Person specification

Educational / Qualifications / Knowledge

Essential

- Relevant proven leadership track record.
- Academic credibility in one or more discipline areas within the School.
- Sound understanding of the legal and regulatory environment relevant to Higher Education and the School.
- Experience and understanding of OFSTED.
- Good understanding of key financial procedures including budget planning, forecasting and budget control.
- Knowledge and understanding of the key strategic goals of the University.

Desirable

- Educated to a Doctorate level.
- A track record of impactful, high quality research.
- UK Qualified Teacher Status.
- Knowledge of health and safety requirements including those specific to the discipline areas within the School.
- Knowledge of the principles of good management and good people management, including through the completion of management or business-related courses.

Experience and skills

Essential

- Extensive experience within the schools or early years education sectors.
- Proven leadership ability achieving high levels of engagement and motivation across a multi-disciplinary team of staff.
- Strong management skills motivating individuals and teams to deliver to high standards in what they do and how they do it.
- Proven ability to build successful working relationships and partnerships within the University and with external organisations.
- Experience developing and delivering operational business plans aligned to higher level strategic goals and built upon collegiate and collaborative input.
- Excellent organisation and planning skills.
- Excellent written and oral communication skills.
- Experience working within committee structures.

Desirable

- Experience of Athena Swan, Race Equality Charter Mark or other relevant diversity-related accreditation schemes.
- Experience chairing formal meetings.
- Strong analytical skills, able to review multiple sources of data to develop clear recommendations.
- Suitable experience to meet the requirements for a professorial title.

Personal qualities and abilities

Essential

- Strong interpersonal skills to create good working relationships both internally and externally.
- Able to act as a role model to the UH values (friendly, ambitious, collegiate, enterprising and student-focused).
- Can-do attitude and demonstrates initiative.
- Flexible and adaptable.
- Tact and diplomacy.
- Ability to deal with conflicting demands and conflicting priorities.
- Ability to work under pressure to meet deadlines.
- Commitment to continuous improvement.
Designated in 1992, the University of Hertfordshire is a large, regional university located in the northern home counties, only 20 minutes from Hatfield to London by train. Today, the University has a turnover of more than £256m and a student community of 24,600, including more than 3,800 international students from 100 different countries and educates a further 6,400 students with overseas partners.

Campus environment

Operating from two sites in Hatfield, we have invested heavily in creating a dynamic environment for our students and staff. This investment includes the £120m de Havilland Campus, £15m Sports Village, 460-seat auditorium and £38m Forum Hertfordshire; a multipurpose venue for students and the community. In 2011 we opened a £13m Law Court Building, which features a replica crown court.

In the same year, the University’s Board approved the 2020 Estates Vision, an ambitious ten-year building programme that is delivering new academic buildings, accommodation and social spaces. This plan includes the £40m Science Building, a new hub for student services and improvements to our College Lane Campus, including a £200m programme to transform student accommodation.

Performance

In recent years, the University has been a strong performer in the sector, displaying a consistent presence in the World University League Tables. We are one of the top 150 universities in the world under 50 years old, according to Times Higher Education 2016 rankings.

According to the authoritative and independent Complete University Guide (2016), we are the safest university in the East of England, with the lowest crime rates on and around our campus.

Collaborative research for practice development and to build capacity are hallmarks of our research with partners.
Research

Fifty-seven per cent of the University’s research submissions in the Research Excellence Framework 2014 achieved a three or four-star rating. This is an increase of 11 per cent on the 2008 Research Assessment Exercise.

Highlights include History research, the impact of which was rated the best in the UK. The overall quality of our history research also topped all other University Alliance Group universities. We also did particularly well in Nursing, achieving 82 per cent three and four-star ratings, and Philosophy which made a huge leap from 35 per cent three and four stars in 2008 to 66 per cent in 2014. Eighty-two per cent of the Business and Management Studies research activities were rated as world leading, internationally excellent or recognised internationally.

An enterprising university

Hertfordshire is recognised as an enterprising and impactful university in which research, knowledge exchange and commercial activities are closely aligned to meet the future demands of business and society.

All our students are exposed to a learning environment that embeds employability and encourages entrepreneurship right across the educational experience. This ethos produces distinctive graduates who embody that enterprising spirit and are ready to make an effective and lifelong contribution to their chosen field.

Over 96 per cent of our full-time first degree UK graduates are in work or further study within six months of graduating.*

*Destination of Leavers from Higher Education 2014/15
Our Strategic Plan 2015-2020

Our Strategic Plan 2015-2020 aims to strengthen global relationships and business partnerships, and provide expert teaching to ensure students have the knowledge, skills and attributes to succeed in international business and the professions.

Our vision is to be ‘internationally renowned as the UK’s leading business-facing university’. To achieve this vision the University has identified seven key strategic strands each with specific objectives which are outlined below:

**Education**

We will be internationally renowned for research-rich education that produces creative, professional and enterprising graduates by:

- providing expert teaching informed by research, business and the professions.
- fostering inquiry, critical thinking and curiosity through inclusive, intellectually challenging courses.
- strengthening professional partnerships to enhance graduates’ employability.
- offering workplace engagement and overseas learning opportunities.
- developing students’ social and global awareness.

**Research**

We will excel in collaborative, multidisciplinary research that addresses social, economic, cultural, scientific and environmental challenges by:

- creating and developing innovative ideas, products and processes.
- fostering and strengthening research with global partners.
- supporting a research-rich environment that informs our teaching.

**International**

We will enhance our global reputation with students, institutions, organisations and government agencies by:

- strengthening our position as a university of choice for international students.
- developing international partnerships
- strengthening the global perspective in the curriculum.
- encouraging international alumni to support our students and engagement with business.

**Business**

We will be internationally renowned for integrating the research, innovation and business expertise of our staff, students and graduates by:

- developing students with the knowledge, skills and attributes to succeed in business and the professions.
- encouraging and rewarding staff for engaging with business and the professions.
- enhancing relationships with business and industry.
- creating subsidiary companies that support the University.
Community and partners
We will be internationally renowned for supporting our communities, raising aspirations and enriching lives by:
• demonstrating and promoting our positive social, cultural and economic impact.
• sharing our knowledge, facilities and resources.
• providing local leadership in education, culture and innovation.
• investing resources to develop a vibrant university town.

People
We will ensure our people are valued in a collaborative and innovative environment by:
• attracting and developing outstanding people.
• recognising and rewarding excellence.
• developing world-class leaders in education, research, business and the professions.
• sustaining a culture of respect, engagement and integrity.
• strengthening the diversity of our community.
• investing in people’s health and wellbeing.

Sustainability
We will continuously improve efficiency throughout the University by:
• consolidating financial sustainability.
• investing in our campuses and infrastructure.
• positively improving our impact on the environment.
• managing resources and services in a business-like way.

Our values
The following core values will inform and sustain all of our activities. We aspire to be:
• Friendly
• Ambitious
• Collegiate
• Enterprising
• Student-focused

The easily remembered acronym (FACES) recognises that many people are involved in our business.

The School is the home of the Chartered Institute of Educational Assessors (CIEA) which works with schools and colleges to promote and recognise excellence in assessment through CPD and accreditation.
The University’s organisational structure

The academic side of the University is arranged into ten schools:

- Business
- Computer Science
- Creative Arts
- Education
- Engineering and Technology
- Health and Social Work
- Humanities
- Law, Criminology and Political Science
- Life and Medical Sciences
- Physics, Astronomy and Mathematics

There are nine professional strategic business units:

- Academic Registry
- Dean of Students
- Enterprise and Business Development
- Estates, Hospitality and Contract Services
- Finance
- Human Resources
- Library and Computer Services
- Marketing and Communications
- Office of the Vice-Chancellor

Board of Governors
The board has overall responsibility for the direction of the University.

Academic Board
This board is responsible for academic standards and oversees all academic policies.

The Office of the Vice-Chancellor
The office oversees the day-to-day running of the University, including staff leadership and student discipline.

The University Court
This non-executive body comprises leading members of the Hertfordshire community. Its role is to advise the University on developing its objectives and looks at the University’s impact on the wider community.
About the School of Education

With a long history of working in the education of teachers and other professionals, the School of Education is an established and dynamic School committed to developing excellence and confidence in teaching, learning and professional practice for individuals in a variety of contexts. With over 70 academic staff, administrative and technical support staff we deliver a wide range of programmes to around 2,000 students.

The School is committed to:

• the importance of scholarship, research and critical reflection.
• respect and challenge for all learners including ourselves.
• the significance of personal and professional development.
• a shared commitment to quality.

Our students leave us with the confidence to make a difference. We have an excellent graduate employability record with 99.4% of School of Education graduates in employment or further study within six months of graduating (DLHE 2014/15).

The School is in partnership with several hundred early years, primary and secondary settings in 11 different local authorities. Our work is strengthened by partnerships with Further Education colleges, SCITTs and other organisations. For initial teacher education students our strong partnership links allow us to offer, in addition to placements, features that enrich trainees’ knowledge, experience and opportunities.

We share knowledge and resources from research and consultancy to delivering specialist training in schools. Sharing our expertise enhances professional practice across the sector.

We maintain high professional training standards through excellence in scholarship and research, alongside an emphasis on reflective practice. Innovative work in research and consultancy adds to our local, national and international credentials.

We are committed to continuing to develop a culture which values all staff and students. We submitted to the Athena SWAN award process to support us in achieving gender equality in November 2016. We aspire to be a friendly, energetic School where the voices of all are heard.

Education School Fact 9

The School is the home of four Centres:

• Centre for Educational Leadership
• Centre for STEM Education
• Chartered Institute of Educational Assessors
• Primary Science Quality Mark
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The appointment process

The appointment of the new Dean of the School of Education will be made by the Vice-Chancellor, Professor Quintin McKellar. The interview panel will consist of members of the senior executive team including the Vice-Chancellor and the Deputy Vice-Chancellor.

How to apply

Please submit your application via www.herts.ac.uk/jobs by 11.30pm Sunday 7 May 2017.

Please provide contact details (including email addresses) for three referees on an additional document. Please note these will be taken up prior to interview.

For any informal enquiries please contact Carol Bernard at the University of Hertfordshire 01707 284933, c.bernard2@herts.ac.uk.

Please quote vacancy reference number 014549 on all correspondence.

Key dates

- The deadline for applications is 11.30pm Sunday 7 May 2017.
- Monday 12 June and Tuesday 13 June 2017 are the dates when chosen candidates can meet with / present to key staff and students and have a full interview.

If you are successful

The successful candidate will be expected to take up the position by 1 September 2017, or as soon as possible thereafter.
This is a substantive post as an academic manager in the School of Education. The successful candidate will be appointed as the Dean of the School on a four year renewable basis, subject to performance. The Deanship will carry a competitive salary plus PRP, pension and 30 days’ holiday.

More information

For further information on the position or if you have any questions about the appointment process, please contact Carol Bernard at c.bernard2@herts.ac.uk or on +44 (0)1707 284933.