

Associate Dean (Students and Teaching) - School of Arts & Media - Management

Job Description

Purpose

Provide strong, accountable management and leadership to support the Dean in realising the vision and objectives of the School by:

- Providing subject leadership to ensure strong direction and management of colleagues and student success;
- Initiating and influencing the delivery of School activities relating to students and teaching, widening participation, business development, research, knowledge exchange and public engagement;
- Providing collaborative leadership and shaping a culture of success reflective of the University's values and committed to the achievement of its strategic goals;
- Providing assurance for initiatives designed to enhance the student experience.

Critical responsibilities aligned to students and teaching

- Support the Dean of School in ensuring the achievement of strategic objectives with regards to learning, teaching and assessment, student and learner support, experience, success and employability;
- Ensure the quality of the design, content, pedagogy and delivery of the School curriculum, including the Degree Apprenticeship portfolio, and maintain its currency by facilitating the development of new and existing courses that are challenging, cognisant of changing markets and supportive of employability and positive graduate outcomes. Continuously evaluate the efficiency of existing courses to recommend timely withdrawal or amendment where appropriate;
- Have full knowledge of the compliance requirements for Ofsted and ESFA in respect of Degree Apprenticeships;
- Working in close collaboration with strategic partners across External Relations to deliver positive outcomes against strategic objectives relating to teaching and learning, which are compliant with internal and external regulatory requirements and reflective of such metrics as KPIs, NSS, APP and TEF;
- Mentor and support colleagues in the development of best practice, embedding an inclusive culture of excellence in teaching and learning.

Duties

1. Play a key role in the creation and articulation of a shared vision for the School, consistent with maintaining excellence in teaching and learning, research and knowledge exchange;

2. Work collaboratively with the Dean and other Associate Deans in the School to ensure a comprehensive and appropriate spread of leadership and management is in place that caters to the needs of the business;
3. Foster the advancement and implementation of plans for the achievement of School objectives with regards to the student experience, learning and teaching, research and knowledge transfer, underpinned by effective and efficient workload management and utilisation of budgeted resources;
4. Manage, mentor and support academic colleagues within the School maximising potential and engagement with School objectives;
5. Lead cohesive staffing teams to maintain an accessible, inclusive and quality learning environment for students which enhances their experience and maximises their potential;
6. Have oversight for ensuring the effective delivery of the curriculum and strategic School projects aligned to the development of courses, research and knowledge exchange;
7. Ensure the delivery of targeted interventions and activities designed to maximise student recruitment, retention and achievement;
8. Promote a culture of respect, inclusion and cooperation in all areas and activities of the School encompassing consultation, decision-making and effective communication with colleagues and the student body;
9. Establish and foster collaborative, cooperative and productive relationships with other academic areas and professional services, communicating effectively to ensure lines of authority and accountability are maintained;
10. Work closely with PVCs to ensure their expectations and requirements are met;
11. Provide line management to course team in Media and Performing Arts;
12. Provide assurance regarding all statutory and compliance obligations;
13. Represent the School on University-wide initiatives and within the external community as appropriate;
14. Undertaking any other activities as determined by the Dean or PVC;

Knowledge, Skills, and Behaviours (Essential)

- Significant experience of leadership and management within a relevant discipline of the School; (Application/Interview).
- Experience of strategic planning, with a proven ability to implement change and curricular transformation at scale; (Application/Interview).
- Experience of leading teams and managing and coordinating resources and working with regulatory processes and governance systems; (Application/Interview).
- Able to inspire and manage the design, delivery and assessment of enterprising and innovative educational practice to future-proof the curriculum; (Application/Interview).
- Understanding of the sector, its current issues, priorities and challenges and their relevance to the cultural context of the School; (Application/Interview).

- Experience of building and sustaining internal and external relationships with demonstrable experience of well-developed external learning and teaching networks; (Application/Interview).
- Ability to lead a change agenda and to embrace new ways of working; (Application/Interview).
- Experience of cross-University collaboration in the delivery of new initiatives; (Application/Interview).
- Able to evidence personal excellence in learning, teaching and assessment. (Application/Interview).
- Doctorate / Higher Degree or equivalent professional qualifications / experience; (Application).
- Evidence of relevant continued professional development. (Application/Interview).
- Ability to think strategically and use an evidence-based approach to develop and deliver strategic plans; (Application/Interview).
- Ability to utilise leadership and a coaching style to create a high performing team; (Application/Interview).
- Personal credibility with proven ability to develop creative and innovative solutions; (Application/Interview).
- Self-confident and resilient; (Application/Interview).
- Excellent interpersonal and communication skills; (Application/Interview).
- Performance focused, with proven experience of leading improvement in learning and teaching metrics; (Application/Interview).
- Approachable, inclusive and collaborative, able to foster a culture of high performance in individuals and teams. (Application/Interview).
- Committed to the continuing professional development of themselves and others, leading a culture of learning and teaching excellence and innovation; (Application/Interview).
- A proven ally; able to evidence a strong commitment to diversity and inclusive learning, ensuring a sense of belonging for all; (Application/Interview).
- Able to contribute to the development and promotion of the internal and external profile of the School, and the University's reputation, at a regional, national and international level. (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Evidence of change management or significant project leadership. (Application/Interview).
- Development of strategic plans using an evidence-based approach; (Application/Interview).
- Credible and well-respected by peers as evidenced by professional networks and involvement with outside bodies; (Application/Interview).

- An academic track record relevant to the School's area of expertise.
(Application/Interview).