

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of

Head of Department of Secondary & Further Education EHM0032-0620

Reporting to: Pro Vice-Chancellor and Dean of Education

Accountable to: Pro Vice-Chancellor and Dean of Education

The Faculty of Education at Edge Hill University has been at the forefront of teacher education for 125 years and today it enjoys the enviable position of being one of the country's major providers of education, training and research for the children's workforce with a reputation for the highest quality provision, partnership, collaborative working and delivery. The Faculty is committed to developing high quality research and the impact of that research across all areas of its work. The Faculty enjoys close collaborative partnerships with hundreds of stakeholders and settings and is committed to supporting and engaging in ambitious and innovative practice that has tangible impact beyond academia.

The Post

We seek to appoint an outstanding and inspirational professional to lead the Department of Secondary & Further Education, who can take the department and its vision forward.

This opportunity will enable you to contribute to our vision for developing graduates, practitioners and professionals for the children's workforce, through an approach that is underpinned by a commitment to inclusivity and social justice.

The post-holder will be responsible for the vision, strategic leadership and operational management related to all aspects of the Department of Secondary & Further Education, which includes responsibility for the overall leadership of curriculum development and design, recruitment & retention, readiness for Ofsted inspections, student employability and quality management.

The role includes membership of the Senior Management Team of the Faculty of Education, which has shared responsibility for the strategic leadership of the Faculty.

The successful applicant will be flexible and positive, with an excellent ability to lead and motivate others whilst managing change in the increasingly dynamic world that is the field of Education.

Our Vision

The Department of Secondary & Further Education is focused upon providing excellent teaching to its students, built on the passion, expertise and research of its staff. We are committed to providing our graduates with the best possible foundations for successful careers in the education sector and beyond, with the knowledge, energy, resilience and motivation to become forces for positive change in the communities in which they will work.

We value:

- engaging with learning as an experience that transforms us as individuals, learners and professionals;
- generating knowledge as a catalyst for change;
- embracing the challenge of lifelong learning for all;
- valuing and engaging with all our diverse communities;
- an inclusive approach which challenges bias and celebrates individuals' culture and identity;
- resilience, collaboration and independent intellectual curiosity;
- upholding children's and young people's rights and listening to their voice;
- developing flexible and aspirational individual career narratives.

Duties and Responsibilities

The duties and responsibilities of this post are as follows. The post-holder will be expected to carry out the following as and when required

Specific Duties and Responsibilities

1. To have responsibility for the vision, strategy leadership and operational management of the Department of Secondary & Further Education and all programmes within it, the dissemination of this vision and communicating a sense of common purpose.
2. To have responsibility for the financial management of the Department, to ensure efficiency, cost-effectiveness and value for money.

3. To contribute to the Faculty and Department strategic plans for research capacity building.
4. To work closely with research colleagues to deliver excellent outcomes for the Department in the Research Excellence Framework (REF).
5. To have overall responsibility for enhancing the external profile of the Department of Secondary & Further Education), working relevant senior colleagues and the University via appropriate networks and forums, identifying and building supportive and mutually beneficial interdisciplinary partnerships.
6. To have overall responsibility for the leadership of all staff within the department Education through appraisal processes, performance reviews and maintaining a strong focus on professional learning for all colleagues.
7. To develop and sustain a culture of outstanding performance through an engaging, supportive and motivational leadership style.
8. To ensure that all students and trainee teachers receive a high quality and fulfilling professional education that both challenges and motivates.
9. To have overall responsibility for quality assurance (including validation) and compliance for the Department of Secondary & Further Education.
10. To have overall responsibility for the best possible Ofsted-readiness for the Department of Secondary & Further Education, working with relevant colleagues across the Faculty and wider University where appropriate.
11. To have overall responsibility for the development of new initiatives and funding streams for the Department of Secondary & Further Education, in line with Departmental and Faculty priorities.
12. To represent the Department of Secondary & Further Education at University and external committees and events.
13. Maintain a high quality external personal profile, whether in research at a high level, or in high level external engagement, knowledge exchange or professional status.
14. Undertaking any other duties required by the Pro Vice-Chancellor & Dean of Education.

Corporate Responsibilities

The post-holder will:

- a) Participate in Edge Hill's decision-making process.
- b) Contribute to and serve as appropriate on internal committees, working and advisory groups.
- c) Contribute to the fulfilment of Edge Hill's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy.
- d) Encourage and promote the generation of income including the provision of research and consultancy.
- e) Promote and implement the Institution's equal opportunities policies

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Competitive

Hours: Full time

Candidates should note that they will be shortlisted based on information provided on the application form regarding the applicant's ability to meet the criteria outlined in the Person Specification form attached.

PERSON SPECIFICATION

Head of Department of Secondary & Further Education EHM0032-0620

CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1	A good relevant honours degree and a higher qualification relevant to the post such as a Postgraduate degree	*		A
2	Qualified Teacher Status		*	A
3	PhD or other research training		*	A
Experience and Knowledge				
4	Successful experience of Higher Education teaching, student support, quality management, and enhancement	*		A/I
5	Evidence of developing, leading and managing new initiatives, projects and courses or develop existing ones in light of changes to policy and practice	*		A/I
6	Evidence of an extensive knowledge of education and higher education issues and trends	*		A/I/P
7	Evidence of successful management of Quality assurance systems including ITT Ofsted and other regulatory bodies	*		A/I/P
8	Experience of one or more of: research, consultancy, evidence-based practice, publication, and innovation	*		A/I/P
9	A strong understanding of the widening participation and equality & diversity issues and opportunities	*		A/I/P

Skills and Abilities				
10	Excellent communication and interpersonal liaison skills with the ability to engage and influence a range of partners and colleagues	*		A/I/P
11	Financial awareness, including budget setting and generating income	*		A/I/P
12	Evidence of the ability to manage multiple tasks in a complex and changing environment through effective time management skills	*		A/I/P
Scholarly Activity and Research				
13	Demonstrable ability to engage in innovation, knowledge construction and knowledge dissemination	*		A/I/P
14	Engagement in academic and/or professional networking through active membership of associations, societies and professional bodies	*		A/I/P
Personal Qualities				
15	An understanding of the challenges facing HE with the vision and leadership skills to instigate and embed sustainable change	*		I
16	A strong commitment to the Department, Faculty and University Mission, Vision and Values and ability to represent the Department and Faculty externally	*		I
17	A commitment to understanding and supporting a diverse student body with varied personal and academic needs	*		I
18	High levels of emotional intelligence and personal resilience	*		I

***Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation)**

Please note that applications will be assessed against the Person Specification using these criteria.