



Job Description and Person Specification

Summary

Job title:	Deputy Head of School, School of Initial Teacher Education
Area:	Faculty of Education
Reference:	EHM0326-0526
Grade and Salary:	Competitive
Contract Type:	Permanent
Hours:	Full Time (37 hours per week)
Location:	Campus based role. Hybrid with base at Ormskirk, Lancashire, L39 4QP
Accountable to:	Executive Dean (Faculty of Education)

About the Faculty

We have been educating the teaching and education workforce for almost 140 years. Our vision of 'working creatively with others to enhance life chances' is at the heart of who we are as a working family. We focus relentlessly on harnessing the power of education to transform lives, every day, in everything we do with our students and strategic partners.

The Faculty is one of the largest Initial Teacher Education providers in the country and in March 2024, became the first higher education institution in England to be rated 'outstanding' by Ofsted in all three teacher education phases. Alongside this we have an expanding portfolio of well-respected education provision where we work with diverse professionals to address local, national, and global challenges in education and related fields.

We believe that everyone has the right to access education regardless of their learning journey and life experiences. Our portfolio provides an inclusive lifelong learning journey in education, from foundation degrees to doctoral study, recognising the experiences our students bring as they study with us.

We are a diverse, publicly engaged, collaborative team with an international reputation for developing and implementing impactful research, knowledge exchange, and continuing professional development. The faculty is also home to two research centres: the Centre for Mental Health, Sport and Physical Activity Research and International Centre for Early Years Education.

About the Role

As Deputy Head of the School of Initial Teacher Education (ITE) at one of the largest providers of ITE in a dynamic, innovative and forward-thinking Faculty of Education, you will bring substantial sector expertise, exceptional knowledge of current ITE frameworks and curriculum requirements, significant experience of building and maintaining strategic partnerships with a particular focus on ITE placements and wider partnership development across schools, MATs, Teaching School Hubs and other external stakeholders, and a deep commitment to the moral purpose of teacher education and its transformative impact on the life chances of children and young people including through high-quality, scalable and sustainable placement provision that enhances trainee outcomes and employment readiness.

The Deputy Head of the School of ITE is a key leadership role involving the strategic and operational delivery of all aspects of the school's cross-age phase ITE provision, including leadership responsibility for the Partnership Development Team and strategic oversight of a growing and diversified

partnership portfolio supporting placement capacity, quality assurance and income generation. You will work closely with the Head of School and Associate Heads of School to draw upon your substantial experience to ensure students meet all ITE requirements in relation to placement experience, programmes are academically rigorous, professionally relevant, and aligned with current national expectations and inspection frameworks for ITE in England with explicit responsibility for ensuring partnership capacity and placement quality are fully aligned to curriculum design, regulatory compliance and trainee progression requirements. You will ensure that our entire ITE portfolio is professionally rigorous and fully aligned with the University's strategy and digital transformation priorities including the development of digitally enabled partnership systems and placement infrastructure to support efficiency, scalability and partner engagement.

The Deputy will act as a key point of leadership across staff and stakeholders, deputise for the Head of School as required, and play a central role in supporting programme accreditation, cross age-phase inspection readiness and continuous improvement, and safeguarding both academic standards and trainee outcomes including leading external partnership engagement at a strategic level to support inspection readiness, quality assurance and sustained improvement across placement providers. You will also be able to draw upon your experience of digital innovation and data analytics to coordinate future strategic plans for a digitally enabled curriculum, and associated functions (including new digitally led approaches to the growth of external partnerships and student placements) and the optimisation of placement sourcing, allocation and partner engagement through semi-automated and data-informed systems).

Working alongside the Head of School and Associate Heads of School, you will have strategic responsibility for enhancing student recruitment, timetabling and admissions, alongside quality assurance and enhancement processes across all age phases including alignment of recruitment planning with partnership capacity modelling and placement availability across the ITE network. You will also have substantial experience of, and be responsible for, ensuring full compliance with the Department for Education and Office for Students as the dual regulators of our taught provision including oversight of partnership compliance to ensure all placement settings meet DfE ITT/ITE requirements and Ofsted inspection expectations. The role will also require you to have substantial experience of working successfully with external stakeholders (including providers of student placements in all areas of provision) to further enhance the School's external reputation in teaching and learning, continuous professional development, and other income-generating activities including strategic leadership of partnership development activity that expands the School's external reach, strengthens employer engagement, and supports income diversification through placements, CPD, research and knowledge exchange activity.

Reward and Benefits

We want you to feel happy when you come to work and proud when you go home.

From the moment you join us you have the opportunity to enhance your skills. We offer various routes for progression, a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching Day all to support your professional development. You may also benefit from joining one of our free evening foreign language classes.

This is just a taste of what we are able to offer you at Edge Hill University.

About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.

Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

Edge Hill University holds both an Athena Swan Bronze Award and the European Commission's HR Excellence in Research Award, first awarded in 2018 and successfully rewarded in 2021. This recognition demonstrates the University's alignment with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and reflects a framework that incorporates the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

Job Description

Duties and Responsibilities

Strategic School Leadership

- Represent the School within the Faculty, and University and deputise for the Head of School as required, with delegated authority to act on behalf of the Head of School and take decisions across agreed areas of responsibility.
- Lead the development and delivery of a revised Partnership and Placement Development Strategy; with explicit responsibility for developing and sustaining a high-capacity, growth-oriented ITE partnership model across schools, MATs, Teaching School Hubs and other sector partners.
- Work with the Dean, Deputy Dean and Head of School to engage a wide range of diverse external stakeholders to develop the School's reputation in teaching and learning, CPD and other income generating activities, with accountability for growth in partnerships and reputation; including strategic leadership of partnership expansion that supports income generation through placements, CPD, research engagement and knowledge exchange activity.
- Work with the Head of School to build and maintain a medium and long-term strategy for multiphase ITE growth and sustainability, including responsibility for implementation and delivery against agreed strategic objectives, including national and (where appropriate) international partnership development to extend the School's ITE footprint and placement capacity.
- Work closely with ITE Strategic Leads and other colleagues with leadership responsibilities to ensure curriculum cohesion, impact and efficiency across the school, with oversight of performance and delivery across phases; including alignment of partnership capacity planning with curriculum delivery needs and placement quality assurance frameworks.
- Use ITE performance and B3 data to drive improvement, prepare reports for Faculty Executive, PSRBs, and inspection teams and have accountability for performance outcomes, data integrity and continuous improvement.
- Act as line manager where appropriate, including responsibility for performance management, workload allocation and staff development;

including leadership of partnership-facing roles to ensure strategic alignment of school engagement activity and placement delivery.

- Foster a culture of reflective practice, inclusion, and continuous improvement across the age phases within the school and partnership; embedding partnership-wide continuous improvement processes with schools and external stakeholders to enhance trainee experience and outcomes.

Academic Leadership and Quality Assurance - ITE

- Ensure policies, documentation and impact evidence are consistently inspection ready, with accountability for successful inspection outcomes (e.g. Ofsted);
- Shared or delegated accountability for regulatory compliance within defined areas of the school, with clear ownership of compliance within the ITE portfolio; including oversight of partnership compliance frameworks ensuring all placement providers meet DfE ITT/ITE criteria and regulatory standards.
- Lead the Partnership Development Team, and be responsible for maintaining current, and developing new, strategic partnerships which include provision of high-quality, compliant placements for all students, including strategic expansion of partnership networks to support growth, diversification of placement models, and enhanced quality assurance processes across all settings.
- Lead staff development to develop ITE knowledge and strengthen understanding of quality assurance processes, ensuring consistent standards and continuous improvement across provision, including development of partnership staff, mentors and school-based colleagues to ensure consistency in placement quality and mentoring standards.
- Leadership of curriculum design across phases, including accountability for coherence and alignment across early years, primary, secondary, post-16 and SENDI; ensuring curriculum design is informed by partnership intelligence and employer/school needs to enhance employability and placement relevance.
- Accountability for curriculum quality and outcomes across pathways, including trainee performance, completion and employment outcomes; including strategic use of partnership data and employer feedback to inform curriculum enhancement and placement redesign.
- Collaborate with the Strategic Lead for Mentoring to review outcomes and areas for development with mentors, link tutors, curriculum teams and academics, with responsibility for maintaining high-quality partnerships and placement experiences, including oversight of mentor development frameworks across partner schools to ensure consistency, capacity building and improvement of mentoring quality.
- Lead on recruitment and timetabling and support resource allocation, and budget planning, with responsibility for ensuring sustainable student recruitment and effective resource deployment; including alignment of

placement capacity modelling with recruitment targets and partnership expansion strategy to ensure scalability of provision

Digital Transformation

- Lead the development of innovative and future facing digital solutions to support all aspects of the school's activity, especially the activities of the Partnership Development Team, including digital transformation of partnership management, placement allocation systems, and automated processes to improve efficiency and scalability across the ITE partnership network.
- Embed efficiency and semi automation of School processes to ensure a smooth and consistent partner and student experience.
- Working alongside the Head and Associate Head of School, design and development of the school's digital education and AI strategy in line with the institutional strategy and lead the embedding of digital pedagogies across the provision, including digital tools to enhance partner engagement, placement tracking, and real-time partnership performance monitoring.

Research, Scholarship, and Knowledge Exchange

- Work alongside the Associate Heads of School to ensure evidence informed innovation in curriculum design, assessment, digital pedagogy and professional learning; lead pilots with partners and evaluate their impact; including co-designed partnership-based innovation projects with schools and MATs that generate income and strengthen strategic relationships.
- Contribute to knowledge exchange and professional development opportunities for partners; including leadership of structured partnership development programmes, CPD offers, and collaborative engagement initiatives with schools and external stakeholders.
- Design and deliver sustained CPD that builds staff and partner capacity in knowledge exchange, practitioner research, and research informed teaching, including targeted CPD for partner schools to strengthen mentoring capacity and placement quality across the ITE network.
- Coordinate with Associate Head (RKE) to support staff to translate research into practice and develop mechanisms for disseminating impact across school and the University, ensuring alignment between research, practice and curriculum delivery; including development of partnership-led research and knowledge exchange activities that support income generation and external engagement strategy.

People, Culture, and Inclusion

- Leadership of the professional development of staff including learning and teaching, research and knowledge exchange activities, including line management, performance review and succession planning where appropriate; including leadership of partnership-facing staff and development of external-facing capabilities to strengthen engagement with schools and stakeholders.
- Foster an inclusive, collaborative, and high-performing academic community.
- Champion equality, diversity, and inclusion across recruitment, curriculum, and partnerships; including cultivating a values-driven partnership culture across schools, MATs and external stakeholders to enhance engagement and shared ownership of ITE outcomes.
- Oversee the student journey, professional conduct, and fitness-to-practice processes, with accountability for consistency, compliance and high standards of student support; including ensuring partner schools uphold consistent expectations and inclusive practice across all placement settings.

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Duties and Responsibilities

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

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

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Postgraduate degree in Education or in a closely related field	Essential	Application
Qualified Teacher Status (QTS)	Essential	Application
Doctoral qualification or equivalent professional standing	Desirable	Application
Evidence of significant continued professional development and/or qualifications specifically related to Initial Teacher Education across the age phases.	Essential	Supporting Statement and Interview

Knowledge and Understanding

Criteria	Essential or Desirable Criteria	Method of Assessment
A well-developed breadth of knowledge of the HE sector, including major policy initiatives, regulatory bodies and their priorities, and its intersection with other sectors.	Essential	Supporting Statement, Presentation and Interview
A proven track record of leadership in ITE across age phases and experience of engaging in successful inspections of ITE, alongside in-depth knowledge of	Essential	Supporting Statement and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
ITE policy and regulatory frameworks in England, including requirements set by the Department for Education and Ofsted across all age phases.		
Substantial experience of designing and leading academic programmes of initial teacher education across age phases in Higher Education, and of innovation in teaching and learning.	Essential	Supporting Statement and Interview
Detailed knowledge of significant sector frameworks related to learning and teaching, (Teaching Excellence Framework), research (especially Research Excellence Framework) and knowledge exchange (including Knowledge Exchange Framework).	Essential	Supporting Statement, Presentation and Interview

Experience

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant experience of building and maintaining strategic partnerships with a particular focus on ITE placements.	Essential	Supporting Statement and Interview
Significant experience of providing strategic and operational leadership for high performing teams in higher education.	Essential	Supporting Statement and Interview
Proven ability to engage and work effectively with a diverse range of external stakeholders to support learning and teaching, research and knowledge exchange, and other income-generating activities.	Essential	Supporting Statement and Interview
Substantial experience of using data analytics, digital innovation and data literacy skills to inform the development of a digitally enabled curriculum, strategic planning, and approaches to health and safety and risk management.	Essential	Supporting Statement and Interview
Experience of securing and undertaking externally funded impactful research and/or knowledge exchange activity.	Desirable	Supporting Statement and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Excellent written and verbal communication and negotiation skills which are used clearly and transparently with staff, students and external stakeholders.	Essential	Supporting Statement and Interview
Excellent organisational skills, flexibility, attention to detail, and the ability to prioritise to meet deadlines to the required level.	Essential	Application, Interview
Emotional resilience and self-awareness, with the ability to manage self, whilst supporting and leading change/managing others.	Essential	Application, Interview
A confident ambassador for ITE provision at Edge Hill, capable of energising teams, engaging partners, and acting as a compelling public-facing figure for the University's mission and ambitions.	Essential	Application, Interview

Candidate Guidance and How to Apply

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

For informal enquiries, please contact Dr Helen O'Keeffe, Executive Dean (Faculty of Education), at okeeffeh@edgehill.ac.uk and Professor Andy Smith, Deputy Dean, (Faculty of Education) at Smithand@edgehill.ac.uk

When you are ready to start the formal application process, please visit our Current Vacancies website, search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and you can move backwards and forwards between individual form sections at any time prior to application submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

You are able to upload a CV to the application form to supplement your application and supporting statements.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.