

Job Description

Job Title	Head of School of Education
Faculty/School	School of Education
HRMS Ref No.	RA0357-25
Role Code	
Grade	E3
Reports to	PVC/Executive Dean
Direct reports	Heads of Division Line manages other academic, research and technical staff within the School
Date created	Sept 2025

Job purpose

- To provide strategic vision, clear direction and inspirational leadership for the academic, financial and impact development of the School of Education at Chester.
- To be responsible for the continued development, growth, and financial sustainability of the portfolio in the School and Faculty; innovating in established and new markets.
- To review, lead and manage the School's academic, research and technical staff, ensuring the school is a successful, innovative and inclusive learning and research environment in which staff and students thrive.
- To act as a strong advocate for Research and Knowledge Exchange ensuring that the School builds its profile in the region and beyond, maximising all opportunities arising from the Research and Innovation Strategy. To proactively pursue emergent opportunities to develop relevant CPD activities for the mutual benefit of the University and sector.
- To understand the strategically important metrics that relate to the School and drive improvements annually against targets agreed with the PVC/Executive Dean.
- To be responsible for performance against regulatory regimes; including Ofsted, additional PSRB ITE requirements and the Office for Students quality assessments.
- To actively contribute to the University's strategy and performance through membership of the Faculty Management Group and University level committees and groups.
- To deputise for the PVC/Executive Dean in appropriate matters.

Key duties and responsibilities

University and Faculty Leadership

- Work in partnership with the PVC/Executive Dean, three Faculty Associate Deans, other Heads of School, Faculty Business Manager and Professional Service leads to develop and deliver the Faculty's strategic plan.
- Work collaboratively with Faculty Leadership Team colleagues to ensure decisions and strategic planning are made in the best interest of the University and Faculty as a whole.

- Represent the University and Faculty regionally, nationally and internationally, influencing external developments and sustaining partnerships to enhance our external profile and generate impact for the University as a whole.

School Leadership

- Focus on public engagement, strengthening the national and international profile of the School and acting as an ambassador to promote its reputation and impact.
- In accordance with the relevant professional, statutory and regulatory body requirements, develop the School's academic strategy and lead the delivery of comprehensive and sustainable plans for learning and teaching, research and commercial activities in the short, medium and long term.
- Translate the School's strategic and operational plans into objectives to ensure that Heads of Division and staff are equipped to deliver against School and Faculty targets. Lead the monitoring of work planning, objectives and performance indicators within the school, using the findings to inform strategic decision-making.
- Act as an ambassador to promote the work of the School both nationally and internationally. Lead and maintain effective and productive strategic links with accrediting bodies, commercial partners and external/public sector organisations as appropriate.
- Proactively scan sector trends and competitor offerings, drawing upon recruitment, application and retention rates (including international recruitment) and other relevant sources to assess opportunities and risks for the School. Refresh and develop new programmes in order to attract new students and markets.
- Work closely with the PVC/Executive Dean and Faculty Management Group to analyse and respond to government and professional policies, and to identify and exploit new opportunities for the School and Faculty.
- Have strategic oversight of student recruitment and portfolio diversification in the school to ensure Faculty and University strategic objectives on student recruitment are being achieved.
- Provide strong leadership to the Heads of Division, to ensure that quality assurance, student experience and student outcomes are considered in full across all of the school programmes, and effectively contribute to the broader university targets related to Access and Participation, National Student Survey and Graduate Outcomes.
- Ensure that the student experience and education in the School is excellent and recognised as such, internally and externally through appropriate metrics (for example, NSS, B3 conditions, Ofsted measures), and other measures and reviews.
- Enhance the quality of the research and innovation environment in the School. Work closely with the Heads of Division and the Faculty's Associate Dean for Research and Innovation to build high quality research and knowledge exchange across the School and coordinate REF and KEF activity.
- Take responsibility and accountability for the overall performance of the School through its finances and cost control, staff and structures, workload planning, processes and procedures, monitoring performance against plans.
- Responsible to the PVC/Executive Dean for forecasting and managing an agreed School budget that ensures that the School operates in a financially sustainable manner.

- Responsible for all School-level people management activity, including recruitment and selection, induction and probation, succession planning, performance management, and overseeing the PDP process to ensure objective setting is aligned to School/Faculty plans.
- Lead a high-performance culture across the School, including the leadership, motivation, performance management and professional development of direct reports.
- Proactively coach and mentor the Heads of Division and any other managers within the School and support them in the discharge of their duties, including any improving performance cases, absence management, welfare issues and any other people management issues.
- Promote and deliver continued improvement in equality and inclusion, ensuring that the University's strategic equality plans are understood and implemented within the School from both student and staff perspectives.
- Develop and sustain appropriate structures for management, engagement, decision-making and communication with staff and students. Promote the effective two-way exchange of information from the School to the Faculty and wider University, and vice versa.
- Ensure compliance by all staff in the School with internal University policies, procedures, and governance, legislative and professional bodies' requirements.
- Responsible for the effective implementation of the University's health, safety and wellbeing policies and management systems within the School.
- Represent the PVC/Executive Dean, Faculty and University on relevant internal and external committees, networks and working groups.
- Lead and manage change effectively within the School. Where appropriate, lead on or contribute to designated cross-Faculty and/or cross-University activity and initiatives.
- Maintain own academic standing and authority through research, education and/or scholarship activities.
- Take ownership of personal and professional development, identify CPD needs and take actions to progress.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

General duties

- To uphold and comply with all University's policies and procedures, including those relating to:
 - Equality, diversity and inclusion
 - Health and safety
 - Data protection and IT security
 - Safeguarding
 - Sustainability
- To support the creation of a culture that is highly performance focused and built on a foundation of fairness, diversity, belonging and inclusivity.

Person Specification

Job Title	Head of School	Role Code	
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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

Essential criteria are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

Desirable criteria are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

Methods of assessment:

A = Application Form, I = Interview/Assessment Tests, P = Pre-Employment Checks

Selection Criteria	Essential (E) or Desirable (D)	Assessed via
QUALIFICATIONS		
A higher degree or postgraduate qualification in a discipline relevant to the School	E	A/P
PhD qualification in an appropriate specialism	D	A/P
Relevant professional qualification (including Practice qualification as required)	D	A/P
Membership of and active engagement in the activities of an appropriate professional body and/or relevant national or international networks	D	A/P
Postgraduate HE teaching qualification or HEA Fellowship	E	A/P
Senior Fellow HEA (or working towards)	D	A
Evidence of continuing professional development and maintaining academic standing of own research, education and/or scholarship in a relevant discipline	E	A/I
KNOWLEDGE AND EXPERIENCE		
Demonstrable experience of academic leadership	E	A/I
Senior management experience implementing and delivering strategic and operational plans within a HE institution	E	A/I
A breadth and depth of academic expertise in research and/or scholarship to build credibility and influence at all levels, internally and externally	E	A/I
Demonstrable ability in previous roles to improve strategically important metrics	E	A/I
In depth knowledge and understanding of HE policy and practice and issues concerning the range of programmes in the School	E	A/I
Awareness of internal and external political issues and HE regulation with proven ability to operate effectively within these different environments	E	A/I
Successful experience of developing external networks and partnerships	E	A/I
Experience of engagement with Professional Statutory and Regulatory Bodies (PSRBs)	E	A/I
Experience of effectively managing people, finances and resources	E	A/I
Evidence of effective delegation, providing and responding to constructive feedback, monitoring and addressing performance, and building trust and teamwork	E	A/I
Experience of contribution to national policy development within HE (e.g. around learning and teaching, research or own discipline area).	D	A/I
Research/Scholarship active in an established area within the School/Faculty	D	A

Experience in commercial delivery and income generation	D	A/I
SKILLS AND PERSONAL ATTRIBUTES		
Strong leadership and management style, with the ability to engage and motivate colleagues and students	E	A/I
Excellent interpersonal, communication, presentation and influencing skills	E	A/I
Building and maintaining strong managing relationships and partnerships with internal and external stakeholders	E	A/I
Ability to build the capability and credibility of the School and Faculty	E	A/I
People management skills	E	A/I
Coaching and mentoring skills	E	A/I
Ability to analyse, interpret and present complex data	E	A/I
Sound judgement, able to assess and mitigate risk	E	A/I
Creativity and innovation, with a willingness to suggest and try new and creative approaches to problems	E	A/I
Budget management skills	E	A/I
Organisational skills, able to respond flexibility and manage the demands of a complex role	E	A/I
Tenacity and resilience	E	A/I
Able to promote Digital Chester through personal ICT practice (e.g. Office365, databases and digital applications)	E	A/I
Commitment to deliver and promote equality, diversity and inclusion	E	A/I
Working proactively and supportively in a team environment	E	A/I
SPECIFIC JOB REQUIREMENTS		
Able to travel across sites and attend external meetings	E	I
Some international travel may be required	E	I

Terms and Conditions

Salary Scale

University Scale E3, points 53 - 55, £75,912 to £80,525 per annum payable monthly.

Tenure

The appointment will be made on a permanent contract basis. Appointments will be subject to a twelve-month probationary period.

Annual Leave Entitlement

In addition to statutory Bank/Public Holidays and Christmas Closure days, staff are entitled to 35 days annual leave per annum. In the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis for each completed calendar month of service.

Medical Examination

The successful candidate will be required to complete an Occupational Health Questionnaire and may also be required to undergo a medical examination.

Pension

All academic staff will be enrolled in the Teachers' Pension Scheme from their first day of employment, in accordance with the scheme rules. If staff do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

Smoking Policy

The University operates a No-Smoking policy.

Probationary Period

This post is subject to a twelve-month probationary period.

Recruitment Process

Equality and Diversity

The University is committed to the promotion of diversity and equality and the elimination of discrimination in all its forms. The University will ensure that all job applicants and members of staff are treated as individuals, fairly and with respect. Selection decisions will be made solely on the basis of a candidate's aptitude, competence and potential to fulfil the requirements of the role, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marital, partnership, parental or carer status, or socio-economic background.

The University is committed to undertaking positive action throughout all of our recruitment processes.

In accordance with the Disability Confident award, all applicants with a declared disability (as defined by the Equality Act 2010) and meet the essential criteria as detailed in the Person Specification will be short-listed for interview.

Eligibility to Work in the UK

The Immigration, Asylum & Nationality Act 2006, requires that all employees provide evidence that they have permission to work in the UK prior to starting employment. Therefore, the University asks all candidates to bring originals and copies of your passport (and visa if applicable), or birth certificate and National Insurance number, along to interview so that these documents can be verified. Further details on what documents can be provided can be found [here](#).

All candidates who are invited to interview will be asked to provide evidence of essential qualification certificates as outlined in the Personal Specification for the role.

Offers of Employment

All offers of employment are made based on the following requirements: -

- Proof of eligibility to work in the UK
- Evidence of essential qualification certificates
- Receipt of 2 satisfactory references
- Completion of an Occupational Health questionnaire/medical examination (if applicable)
- Disclosure and Barring Service check
- Successful completion of a probationary period
- Some roles may require successful attainment of qualifications/memberships which the post holder is contractually required to gain

What the University of Chester can offer

- **Family Friendly Policies**

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to help support work-life balance, including generous maternity, paternity, adoption and shared parental leave entitlement, as well as carers leave and parental leave. We also have parents and carers networks, in addition to other networks, for staff to share ideas.

- **Flexible Working**

We appreciate that flexible working is vital in creating an effective work-life balance. The University now adopts a hybrid approach to working, so work can be carried out both at home and in the office, as and when necessary. The University is flexible with regard to the needs of every individual through staff applications for flexible working, flexitime, varying start and finish to adapt to individual needs, part-time working and job sharing.

- **Pay**

The University salary structure includes automatic annual increments within their pay grade, with development opportunities to access higher pay grades. The University also offers attractive pension schemes, as well as childcare benefit schemes. CAF Give as you Earn is a tax-effective way of employees donating to charity.

- **Health and Wellbeing**

The University of Chester aspires to become a Healthy University which is committed to “creating a learning environment and organisational culture that enhances the health, well-being and sustainability of its community and enables people to achieve their full potential”. The University’s Sport and Active Lifestyle team offers staff and students discounted gym membership and access to its facilities. Various events are carried out for staff to attend to actively promote physical and mental wellbeing. The University also offers an Occupational Health and an Employee Assistance Programme.

- **Learning and Development**

The University of Chester recognises that its employees are the most valuable asset and actively encourages, enables and supports staff to obtain further qualifications, training and experience in order to carry out their roles more effectively and to assist them in developing their future careers.

- **Employee Benefits Platform**

The University of Chester has partnered with Sodexo Ltd to launch a benefits platform. Employees can access a range of exclusive benefits including the Cycle2Work salary sacrifice scheme, Salary Finance financial wellbeing, plus discounts at high-street retailers, cinemas tickets, holidays and much more.