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**Faculty of Humanities and Social Sciences**

**School of Languages and Applied Linguistics**

**HEAD OF SCHOOL**

**ZZ601620**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed-term

Salary is in the range £71,897 to £79,224 per annum. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays. Staff are likely to be asked to attend on weekends for recruitment activities at certain times of the year.

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There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below).

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| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Head of School |
| **Grade:** | 11 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Languages and Applied Linguistics  Park Building |
| **Position Reference No:** | ZZ601620 |
| **Cost Centre:** | 43200 |
| **Responsible to:** | Dean of Faculty |
| **Responsible for:** | All school academic and research staff |
| **Effective date of job description:** | September 2018 |

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| **Context of Job:** |
| The Head of School is responsible for implementing Faculty plans at School level, and will have significant responsibility for staff line management, including workload management and all aspects of staff development. These functions are exercised within the context of wider strategic and operational plans of the Faculty and University and in the context of emerging priorities. A key objective for the Head will be to support wider Faculty and University objectives which generate new strategic opportunities. Currently, these include student recruitment (home/ EU, international), the expansion of postgraduate education, and raising further the quality of research undertaken in the School.  Heads have a key role to play in ensuring the quality of the student learning experience, the delivery of research excellence and innovation and staff performance. They are also expected to play an active role in the wider business of the Faculty and University and to work closely with key senior colleagues across the Faculty. |

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| **Purpose of Job:** |
| The key responsibilities of the Head are in the areas of academic leadership, strategy and policy development, resource management and the quality of the student experience. It is recognised that the balance between these activities may vary according to specific School and Faculty circumstances.  Professors are required to promote their subjects through research, innovation and teaching. |

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| **Key Responsibilities:** |
| The Head of School is responsible for:   * Providing leadership of the academic provision, including education, research and innovation and curricula development. * Leading and motivating groups of people within the School to facilitate and encourage a high level of performance. * Determining and managing an effective organisational and committee structure within the School and managing this structure to ensure fitness for purpose. * Maintaining and enhancing the ongoing quality of all School activities, including the implementation of quality assurance processes and the maintenance and enhancement of academic standards. * Overseeing the identification of opportunities for the strategic development of new courses or appropriate new areas of activity, their development and implementation. * Representing the School to the University and discharging an ambassadorial role by maintaining and enhancing the standing and reputation of the School to external academic, professional and employer communities and to potential students. * Ensuring that the School keeps abreast of latest developments in relevant programme area(s) and is aware of external best practice benchmarks. * Establishing, implementing and reviewing School strategic plans in line with those of the Faculty and University. * Establishing, implementing and reviewing local policy within the wider University framework and seeking compliance with general University policies and regulatory framework. * Making a substantial contribution to the School’s reputation for research excellence and to strengthen research leadership in the Faculty and School. * Developing the internal and external networks necessary for collaborative research activity and funding. * Ensuring the quality of the student experience from initial marketing and recruitment stages through to graduation. * Acquiring and managing resources (academic staff, finance, space and equipment). * Managing academic staff, ensuring that effective annual staff performance reviews are conducted and staff development plans implemented. * Managing revenue budgets, producing financial and investment plans, encouraging income-generating activities and managing the School infrastructure and equipment needs. * Providing leadership across the School in delivering the Athena SWAN action plan, as the School will apply for bronze status. * Making a wider contribution to the success of the University through participation in Faculty and University-wide governance and development activities.   Specific activities for professorial staff will normally include:   * Pursuing high quality research and publication in top journals in their subject area and contributing to the scholarly activities of the School. * Providing discipline-based academic leadership, helping and motivating staff with research and other scholarly activities. * Teaching and contributing to curriculum development. * Supervising MSc dissertations and PhD students. * Attracting external research funding from research councils, government, industry or other sources. |

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| **Working Relationships:** |
| Dean of Faculty  Associate Deans  Faculty Manager  Director of Enterprise and Innovation  School Manager  Faculty and Departmental Administrators  Other Heads of Department within FHSS  Heads of Department in other Faculties as appropriate  Heads of relevant Central Services  External Business Partners  External Schools and Colleges |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | An understanding of the national and international context for higher education. | E | S |
|  | Depth and breadth of knowledge in a relevant academic discipline which supports the development of new knowledge in that field. | E | S, AF |
|  | A substantial record of achievement as an academic, covering teaching, research and professional practice in a relevant subject area. | E | S, AF |
|  | Excellence in teaching and course development and the willingness to contribute to a range of teaching programmes. A distinguished international reputation for published scholarly research in an area which complements existing strengths within the School. | D | S, AF |
|  | A strong research record, including a proven ability to attract research funding and design, lead and coordinate major research projects effectively. | D | S, AF |
|  | Experience of leading the delivery of research programmes. | D | S, AF |
|  | A strong track record of supervising postgraduate research students to successful completion. | D | S, AF |
|  | An understanding of resource management processes and the skills to apply them effectively, including experience of managing budgets. | E | S |
|  | Understanding of the HEI’s processes for staff and student recruitment, performance and development review, academic planning and quality assurance. | E | S |
|  | A proven commitment to multidisciplinary working, and the ability to promote and co-ordinate multidisciplinary research and teaching and support parity of esteem across different areas of your discipline. | E | S |
|  | An understanding of the contribution of the School to delivering the University’s vision. | E | S |
|  | Experience and evidence of strategy implementation, successful management of change and maximising performance as a result within the higher education sector. | D | S, AF |
|  | Experience of acting as an external examiner, thus bringing a broad understanding of good practice. | D | S, AF |
|  | External peer recognition (for example, professional activities, conference organisation, editorships, fellowships, board membership, funding panels). | D | S, AF |
|  | Experience of line management and/or academic leadership relating to course and curriculum development and/or research. | D | S, AF |
|  | Experience of leading and developing research groups including collaborations and networking. | D | S, AF |
|  | Experience of effective working in collaboration with industry, public or the third sector. | D | S, AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Proven qualities of leadership, including the ability to motivate teams of people to facilitate and encourage a high level of performance. | E | S |
|  | Proven ability to act as a role model to other academic staff in relation to research, teaching, and management activity. | E | S |
|  | Demonstrable ability to develop further other academic staff in the skills and methods required of top quality researchers, innovators and teachers. | E | S |
|  | Proven managerial qualities, including exceptional organisational and planning skills. | E | S |
|  | Demonstrable ability to delegate responsibilities effectively. | E | S |
|  | Ability to plan strategically for the management of resources and processes (for example, staffing, finance, space and equipment). | E | S |
|  | Proven ability to produce clear, concise documentation and the ability to communicate to a range of individuals and groups, within and beyond the School and Faculty. | E | S |
|  | Demonstrable ability to apply analytical and problem-solving skills to a range of contexts. | E | S |
|  | Demonstrable ability to prioritise workloads, meet deadlines and motivate others to deliver effectively. | E | S |
|  | Evidence of completion of recognised leadership training. | D | S, AF |
|  | Demonstrable ability to manage complex change and engage staff through this process. | D | S |
|  | Ability to develop new ways of working to solve complex problems. | D | S |
|  | Evidence of effective mentoring skills. | D | S |
| **3.** | **Qualifications Education and Training** |  |  |
|  | Doctoral qualification, or equivalent, in a relevant subject.[[1]](#footnote-1) | E | AF |
|  | Relevant professional body membership. | D | AF |
|  | HEA Fellow. | E | AF |
|  | Leadership and management qualifications. | D | AF |
|  | HEA Senior Fellow. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to the development of high-quality teaching, research and innovation. | E | S |
|  | Belief in, and commitment to, the contribution that higher education can make in society. | E | S |
|  | Commitment to supporting staff in the School and to creating a supportive and collegiate working environment. | E | S |
|  | Motivated to provide a high-quality student learning experience. | E | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

1. **JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Matthew Weait |
| **Date** | 5/9/2018 |
| **Extension number** | 6014 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.

1. In determining whether an applicant who does not already possess a PhD meets this criterion the selection panel will have regard, for example, to the stage s/he is at in any PhD-level research, or any qualification(s) s/he has that map onto the descriptor for a higher education qualification at level 8 on the FHEQ and SCQF level 12 on the FQHEIS (details of which may be found at <https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf>) [↑](#footnote-ref-1)