## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Head of School of Humanities</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Principal's Office</td>
</tr>
<tr>
<td>Job type</td>
<td>1 year interim appointment</td>
</tr>
<tr>
<td>Grade:</td>
<td>Honorarium in addition to academic salary</td>
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<tr>
<td>Accountable to:</td>
<td>Senior Vice-Principal</td>
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<tr>
<td>Accountable for:</td>
<td>Heads of Department, School Directors of Research, Teaching and Learning and other School posts</td>
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</tbody>
</table>

### Purpose of the Post

The Head of School is responsible for providing strategic leadership and management, enabling a School to deliver innovation and impact in research, teaching and learning, student experience and outcomes, aligned to the College's strategic plans. The Head of School leads a senior team to develop a strategic vision and plan for the School and is accountable for its delivery. They provide a focal point for collaboration and cross-discipline working between Departments within the School and between the School and the wider College. The Head of School will develop wider networks both nationally and internationally in furtherance of the interests of the School and College and in line with the strategic direction of the College.

### Key Tasks

#### Strategic Leadership

- To lead the development and implementation of a strategic plan for the School, aligned to overarching College objectives, which draws on future-focused analysis of the changing HE environment to develop strategic opportunities and manage risk.
- Working with the senior vice-principal and through the planning process, to set student recruitment and research income targets for the School in line with College targets, and ensure their achievement.
- To develop an admissions strategy for the School to ensure that admissions numbers for the School and each of its Departments are fulfilled in line with College strategy.
- To develop new income streams for the School, consistent with College and School strategies and goals.
- To be responsible for effective workforce planning within the School to assure delivery of the strategic plan.
- As a member of the College's academic planning committees, to actively participate in the overall strategic planning of the College and in the implementation of strategy, resource allocation and business development.
## Academic Leadership

- To lead and embed strategies which promote academic innovation in research and teaching across each of the School’s Departments and disciplines.
- To provide strategic direction and vision for the School to ensure the highest quality of education and outcomes and an outstanding student experience.
- To ensure that the School maintains the highest standards of academic performance, teaching quality and of innovation in learning and teaching.
- To develop and lead a culture of active student engagement within the school, including effective representation and course co-design.
- To develop and implement a strategy for continuous improvement in response to feedback from the National Student Survey.
- To be accountable for ensuring that the School is prepared for the subject level TEF and REF working closely with the Directors of Teaching and Learning and Research and Heads of Department.
- To ensure that the School is aware of developments within College and undertake the timely cascade of information.
- To represent the School at a senior level, ensuring equal and appropriate representation for each Department and discipline.

## Leading People

- To lead the School Executive as the team responsible for the School Strategy and its implementation.
- To lead, recruit, manage, develop and motivate high-quality academic staff to create a culture of excellence, cross-discipline collaboration and respect within the School and across the College.
- Through the Performance Development Review process to set and actively review objectives and measurable outcomes of teaching and research success, linked to School and College strategy.
- To initiate and lead change within the School in pursuit of the College’s strategic objectives.
- To foster and develop a culture of close working relationships and collaboration between academic and professional services staff.
- To demonstrate effective leadership on equality and diversity issues within the School, ensuring a culture of fairness and inclusion.

## Managing Resources

- To manage the physical and financial resources of the School in a professional and efficient manner to advance the implementation of the School’s strategic plan.
- In co-operation with the appropriate Director of Professional Service, to lead and take overall responsibility for the School’s compliance with the College’s codes of practice, operational standards, policies and procedures, regulations and relevant legislation, particularly in relation to health and safety, ethical issues, equality and diversity, data protection, the management of staff, the supervision of research students and the security of staff, students and property.
- To be accountable for financial performance within the school, managing income flow, investment in support of strategic goals, authorisations and budget planning. To ensure a fair and appropriate distribution of resources to Departments within the School.
In the current context, we would like to draw attention to the following:

**Purpose**
To provide leadership to the School to successfully adapt to the changes required in response to the Covid-19 pandemic.

**Academic leadership**
To lead the adaptation and resourcing of educational delivery to be flexible and resilient in light of an ongoing Covid restrictions.

**Leading People**
Provide change leadership to build school wide, positive engagement with the changes required to respond to Covid-19.

**Managing Resources**
Ensure that the School effectively plans and delivers within limitations on resources whilst protecting staff and student experience.

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**External networking and liaison**

- Working with the Director of Marketing and Communications, to develop relationships and networks involving external individuals and organisations in order to promote the College and the School, in support of overall strategic plans.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: the Principal, Deputy Principals (Academic) Senior Vice-Principals, other Heads of School, Directors of Professional Services and Student Union representatives. Key professional service contacts include the Deputy Principal (Operations), Director of Academic Services, Director of Marketing and Communications, Director of Strategic Planning, Recruitment and Admissions Officers, Financial Performance Manager and HR Business Partner.