

## DESCRIPTION OF RESPONSIBILITIES

<b>Job Title:</b>	<b>Vice-Dean for Education &amp; Student Experience</b>
<b>School:</b>	School of Life Sciences & The Environment
<b>Job type</b>	Three year fixed term appointment (renewable)
<b>Grade:</b>	As per academic grade, with allowance
<b>Accountable to:</b>	Executive Dean of School
<b>Accountable for:</b>	Leadership of Education and Student Experience across the School through matrix management
<b>Purpose of the Post</b>	
<p>The Vice-Dean for Education &amp; Student Experience is a senior leadership role in the School and a member of the College's Education and Student Experience leadership team.</p> <p>Reporting to the Executive Dean the role works closely with the Senior Vice Principal and alongside other School Executive members to support the delivery of the school and college strategy.</p> <p>The Vice-Dean is responsible for leading the Education and Student Experience leadership team portfolio across the school (and where appropriate across the college) and for ensuring excellent outcomes and consistency in provision.</p>	
<b>Key Tasks</b>	
<p><b>Leadership beyond the School</b></p> <ul style="list-style-type: none"> <li>• Support the Senior Vice Principal in the development of plans, policies, and initiatives to enhance the College's Education and Student Experience capabilities.</li> <li>• Represent the School at appropriate Education &amp; Student Experience Committees in the College;</li> <li>• Lead cross-college thematic and policy projects where appropriate or participate in their development and implementation.</li> <li>• To act as the School's primary point of contact for UG and PGT recruitment and admissions matters, including access and participation plans, and for marketing activity in support of recruitment.</li> <li>• Support the drafting of TEF submissions as appropriate to the TEF configuration;</li> </ul>	
<p><b>Creating Enabling Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Develop and implement the structure of roles supporting Education and Student Experience leadership in the School and create an effective and coherent School education team;</li> <li>• Develop plans to meet educational staffing needs and ensure that teaching and learning requirements are formally embedded in all appointments;</li> </ul>	

- Develop and lead on the implementation of education strategy in the School ensuring the excellence of outcomes;
- Oversee the School's academic portfolio development in line with the college's strategy;
- Develop a positive student culture, enabling co-creation, an effective student voice, and overseeing the student journey from transition to employment to enhance the wider experience of all taught students in the School.
- Chair the School Education & Student Experience Committee;

#### **Effective Delivery**

- Lead the co-ordination of education provision in the School ensuring consistency in provision and exploring opportunities for synergies and efficiencies.
- Lead on the enhancement of education provision, including pedagogy, assessment strategies and learning cultures, in the School ensuring the curriculum is refreshed and teaching provision is developed through policies, projects, and a continuous improvement approach that includes enhanced education-related CPD;
- Lead on the quality assurance and standards of education , notably degree outcomes, within the School in line with external regulators and PSRBs, and including ensuring that results are fair and equitable and that awarding gaps are addressed;
- Responsible for approval of all new course units and amendments to these and minor course amendments across the School in line with college policies;
- Support the School Education Leads in the annual review of undergraduate/ postgraduate taught provision, which includes:
  - a. Monitor, and disseminate statistics and metrics relating to teaching (e.g. NSS, TEF metrics, degree outcomes (including awarding gaps), module evaluation questionnaire outcomes, appeals, complaints) for all programmes;
  - b. Identify common themes and appropriate actions which can inform the annual School Education Enhancement Plan;
- Lead on cyclical review of education provision in the School as per the College scheme;
- Encourage positive engagement with the emerging institutional and national frameworks and policies for Education.

#### **School Executive Responsibilities**

The role is a member of the School Executive which has the following general responsibilities:

- work as part of the School's leadership team to lead change within the School in pursuit of strategic objectives.
- encourage a spirit of co-operative working, especially with central professional services units, and active engagement with college policies
- ensure that the College and School strategies and other relevant information is shared across the School through cascades and staff engagement activities.
- demonstrate effective leadership to ensure a culture of fairness and inclusion and promote diversity

- develop relationships and networks involving individuals and organisations in order to promote the College, School and Department, in support of the overall College mission and goals.

#### **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, Senior Vice Principals, members of the School Executive other Heads of Departments and Schools, Directors of Professional Services and Student Union representatives. Key contacts are the Heads of Department School Manager, Director of Academic Services, Director of Marketing and Communications, Recruitment and Admissions Officers, Financial Performance Manager, HR Business Partner and Director of Strategic Planning . It is also important to maintain an effective internal network of staff and students.

## Person Specification

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Vice Dean for Education and Student Experience

	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b>		
Educated to PhD level or equivalent.	X	
<b>Skills and/or Abilities</b>		
Excellent leadership and influencing skills which demonstrate the College's leadership behaviours at a senior level	X	
Ability to work independently and as part of a wider School leadership team.	X	
Excellent planning and organisational skills	X	
Excellent budget and resource management skills	X	
Ability to lead a team effectively, building trust, commitment and collegiality	X	
Ability to communicate effectively with key staff and student communities, and with external agencies.	X	
<b>Experience</b>		
Successful academic track record demonstrated through promotion to a minimum of Senior Lecturer or equivalent industrial experience.	X	
Experience of leadership, planning and organising of activities within an academic, or similar context, such as through management of a major research grant, leadership of a teaching initiative or a role within the College or professional body.	X	
Demonstrable track record in effective management of staff to deliver key objectives	X	
Evidence of effective management of budgets and resources	X	
Proven experience in managing conflict and resolving difficult situations.	X	

<b>Other requirements</b>		
Commitment to continued professional development	X	
Excellent understanding of equality and diversity legislation and good practice and commitment to its application	X	