



Candidate Brief for the position of Head of School

November 2021

Welcome from the Vice-Chancellor

Dear Colleague,

Thank you for your interest in Leeds Trinity University and the position of Head of School.

We are in an exciting time at the University, as we develop our strategic plan for the 2021 academic year and beyond, with our focus on providing an excellent student learning experience. We are committed to delivering excellent student outcomes, achieved through a distinctive employability-focused educational offer, and we pride ourselves on being the University where our students are a name, not just a number.

As an institution, we also have ambitions to be renowned for research excellence with a focus on research and knowledge exchange engagement, and all colleagues will play a part in this. In this role, you will provide strategic leadership and management in order to establish the new School, developing its brand, identity and focus, as well as enhancing the academic, research and external profile to establish Leeds Trinity University as a destination of choice for regional, national and global learners.

We are growing as an institution and this role will play an integral role in delivering the University's strategy, in particular supporting our ambitions for research excellence and driving forward applied research and knowledge exchange activity. We are also working towards achieving full Research Degree Awarding Powers (RDAP).

We are committed to providing an open and welcoming environment for all, whatever their background or belief, and in November 2020 we became the first university in Yorkshire to receive the Race Equality Charter Bronze Award. As Head of School you will be proactive in supporting this inclusive culture of our organisation.



We look forward to receiving your application.

With best wishes,

A handwritten signature in black ink that reads "Charles Egbu". The signature is written in a cursive, flowing style.

Professor Charles Egbu
Vice-Chancellor

About Leeds Trinity University

A small university with a big reputation, Leeds Trinity University is renowned for teaching excellence and producing highly employable graduates.

We are the only university in the country to offer and embed compulsory professional work placements into every undergraduate degree programme, and work with thousands of businesses annually to offer students degree-relevant industry experience.

We're committed to delivering outstanding teaching led by research, scholarship and practice, which has earned us national acclaim for the quality of our teaching. Our teaching staff have extensive professional experience in their fields and many are active researchers, contributing to our increasing reputation for research excellence. We're also investing in the development of the next generation of researchers by developing our postgraduate research community.

We're committed to ensuring everyone in our community, whatever their faith, feels supported and valued. Leeds Trinity has always been characterised by this sense of community spirit, offering a truly personalised university experience that has enabled students to flourish for more than 50 years, with a focus on widening participation.

- Over 4,200 students study on our campus across our portfolio of undergraduate, postgraduate, foundation, work-based learning and apprenticeship degrees.
- We're the top university in Yorkshire for learning community (National Student Survey 2020), with our students receiving the personal support they need – in and out of the classroom – to achieve their full potential.
- 97% of our graduates are in employment or further study 15 months after graduating (Graduate Outcomes, Higher Education Statistics Agency (HESA), published 2020).





Vision, Mission and Values

Care for our students, our staff, our partners and the wider community lies at the heart of our culture and is the embodiment of our values in action.

Our Vision

We will be renowned for developing well-rounded and experienced graduates equipped to build fulfilling futures and as a leading university for student, staff, partner and community engagement.

Our Mission

Leeds Trinity University transforms lives by providing a unique and rich combination of academic, professional and personal development in an inclusive and nurturing university community.

The University is here to make a difference to the people, the professions and the places that we serve. We provide unique educational experiences that are focused on the individual and informed by our Catholic faith foundation.

We actively promote the principles of dignity, respect, social justice, equality and inclusion to support the social and economic health and wellbeing of every person in our University community.

Our Values

Our actions and behaviours are guided by our values of:

Care - we want everyone we work with to feel that we genuinely have their interests at heart and that they are constantly and consistently valued and supported by us.

Collaboration - we are driven by mutual respect, teamwork and effective partnerships.

Integrity - we are honest, open, ethical and fair. People trust us to adhere to our word.

Excellence - we aspire to be the best, to deliver to the highest standards and to continuously improve on our performance.

Inclusivity - everyone at Leeds Trinity University is valued, respected and encouraged to contribute, and everyone has the same rights, status and opportunities.

Student Experience

Leeds Trinity places students at the heart of all its activities. The student is viewed holistically and the “student experience” is taken to mean a student’s academic and non-academic life at the University. We constantly strive to improve the student experience, gathering invaluable feedback from the National Student Survey and internal survey mechanisms. Academic and support departments consider the survey data and make plans to further improve satisfaction in their areas. We also strive to ensure that we provide the opportunities for students to excel in their field of study and for this to be acknowledged through their attainment; which is designed to be both aspirational and realistic so that they truly fulfil their potential.

We are not a huge, faceless organisation. Consequently, we genuinely engage with students as individuals, not just as another face in the crowd. Students and staff are often surprised how quickly they get to know other members of the University. Everyone who comes here tells us this makes for a very supportive environment and, we think, the best possible student experience.

The History of the University

The origins of Leeds Trinity can be traced back to two Catholic teacher training colleges, Trinity College and All Saints College, founded by the Passionist Sisters and the Catholic Education Service in 1966. Their mission was to provide the best educational opportunities possible for the children of the poor and to actively support social justice – aspirations that Leeds Trinity still maintains. For more than 50 years, the institution has evolved and developed, achieving full university status in December 2012.



Work with us at Leeds Trinity University



Head of School (4 Posts: Business, Computer Science, Digital & Screen Media, and Law)

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|----------------|--|
| Hours of Work: | Full-time (1.0fte) |
| Contract type: | Permanent |
| Salary: | Competitive, subject to relevant skills and experience |

The University is making a significant investment in academic leadership to prepare for predicted growth, in existing and new programmes, and to embrace the University's strategy of expanding Research and Knowledge Exchange. As part of this ambitious transformation, four new Schools are being created and all require visionary founding Heads of School with substantial academic leadership experience and the ambition to drive forward their strategic growth agendas and to deliver fundamental KPIs.

Reporting to the Dean of Faculty, these posts will play a key role in the University's Academic Leadership Group and represent their Faculty to external and internal stakeholders. The roles will require you to have significant academic or professional experience in an area relevant to the School. A Professorial title will be offered if successful candidates meet our criteria.

We are looking to appoint the following Heads of School:

- Head of the School of Business in the Faculty of Business, Computing & Digital Industries
- Head of the School of Computer Science in the Faculty of Business, Computing & Digital Industries
- Head of the School of Digital & Screen Media in the Faculty of Business, Computing & Digital Industries (This School includes English, Film, Journalism, Media and Photography)
- Head of the School of Law in the Faculty of Social & Health Sciences

You will have strong leadership skills with a proven understanding and appreciation of the academic area and industry trends, and their impact on curriculum, research and knowledge exchange. A proven track record of leading curriculum and portfolio growth and development to provide excellence in learning and teaching and student experience is also essential. Through collaborative working and excellent organisational skills you will develop and lead a team with complex workloads, encouraging leading-edge subject knowledge and an innovative and entrepreneurial approach to all aspects of the student journey.

To apply for the above posts or for an informal discussion, please contact Mark Holleran at TalentEdu who have been exclusively retained for these posts: m.holleran@talentedu.co.uk or telephone: +44 (0) 203 290 2907. Further information can be found at <https://TalentEdu.co.uk/LTU>

Closing date for applications: 4th January 2022.

Interviews for these posts are expected to take place from week commencing 24th January 2022 .

Leeds Trinity University values diversity and inclusion and particularly encourages applications from the following groups as they are currently under-represented at this level within the University: Women, LGBT+ and Black, Asian and Minority Ethnic applicants, as well as candidates with disabilities, whether hidden or otherwise. The University will consider all forms of flexible working arrangements.



Job Description

Job title: Head of School

Responsible to: Dean of Faculty

Responsible for: Senior departmental staff, including Deputy Head of School (dependent upon School) Readers, Senior Teaching Fellows, Senior Professional Practice Fellows

Purpose of the Role:

The primary function is to provide strategic leadership and management of the School, developing its brand, identity and focus, as well as enhancing the academic, research and external profile to establish Leeds Trinity University as a destination of choice for regional, national and global learners.

The role will provide strategic leadership, drive excellence in all aspects of student experience, develop partnership working with a broad range of external stakeholders and develop a staff team with leading-edge subject knowledge and an innovative, entrepreneurial approach to all aspects of education, research and knowledge exchange.

Main Duties and Responsibilities

Overall

1. To establish the new School within the context of Leeds Trinity University's strategic plan and within the context of the higher education marketplace and business community.
2. To lead the development of appropriate brand and identity for the new School, working collaboratively with the Faculty Dean and professional services to support the strategic ambitions for the School in line with the University's strategic plan.
3. To lead the development of a growth strategy for the School, in liaison with the Faculty Dean and in line with the University's strategy, to increase learner numbers, diversify the learner demographic and implement entrepreneurial approaches to the type and range of activity and delivery.
4. To lead development of the academic, research, knowledge exchange and CPD portfolio within the School to create a culture of excellence, collaborative working and high performance in all aspects of academic delivery and activity.
5. To establish and provide strategic leadership of the new School, taking responsibility for setting and advancing its strategic direction, in collaboration with the Faculty Dean and senior academic colleagues, and developing and regularly reviewing strategic plans.
6. To create and establish a high-performance culture within the School and staff team to support the University's Strategic plan, drive the achievement of key targets and indicators in relation to portfolio development, student recruitment and retention, academic quality, student experience, research and knowledge exchange and portfolio development.

Leadership

7. To provide effective leadership, mentoring and guidance to all academic colleagues within the School, motivating them to reach their potential, engaging them in shared vision and goals, creating a culture of high performance in all aspects of activity to support School / Institute and University targets.
8. To ensure that all HR policies and procedures are followed and upheld in relation to people management within their School, including recruitment, staff development, appraisals, absence management, performance management, disciplinary and grievance issues.
9. As a member of the Faculty's Leadership team, to undertake cross-Faculty and University activities and seek to enhance areas of practice across the School in liaison with senior colleagues, produce reports on subject area performance and manage relevant budgets.
10. To plan, manage and lead the development of research and knowledge exchange activity in the School, monitoring outputs for REF and KEF and using this activity, along with consultancy and / short course provision, to diversify School income streams.

Learning, Teaching and Student Experience

11. To ensure a high-quality learner experience, taking responsibility for the quality of the academic and teaching provision, the tutoring provided to learners, the quality of all assessment and monitoring processes within the School and the embedding of activity to address barriers to achievement and strong graduate outcomes.
12. To ensure the University's strategies related to Learning, Teaching, Assessment and Student Experience are contextualized and embedded in the School's Programmes of study, ensuring that the School contributes to their future development.
13. Develop the academic portfolio and annually review programme and module portfolios in relevant subjects, maintaining their currency, viability and pedagogic quality.
14. To lead relevant subject level TEF preparations and submissions and contribute to Access and Participation Plan targets and the elimination of attainment gaps.

General

15. As appropriate, engage in teaching, research and/or knowledge exchange.
16. To attend and serve as a member of appropriate University committees as determined by the Dean of Faculty.
17. To advance and promote Equality, Diversity and Inclusion within their area of responsibility.
18. To take responsibility for ensuring that all corporate policies are actioned and embedded within the School, including Equality, Diversity and Inclusion and Health and Safety.
19. To ensure the use of data complies with current regulations, particularly those relating to GDPR.
20. To comply with current health and safety requirements, work with relevant University policies and participate fully in the annual staff review scheme.

21. To carry out other duties, commensurate with the grade of the post, as may reasonably be directed by your line manager after due consultation.

This job description is current on the date indicated below. It is liable to variation by the Vice-Chancellor in order to reflect or anticipate University developments and changes in the post.

Person Specification

| | | |
|--|--|--|
| No. | | Assessed by: Application - A Interview - I Presentation – P |
| Essential | | |
| Qualifications & Professional Memberships | | |
| 1 | A PhD/Professional Doctorate and/or significant high-level professional experience in a related field. | A |
| 2 | Professorial status or eligibility to apply for this. | A |
| 3 | A recognised authority in their field with a contributing or leading role in relevant professional body and / or equivalent work-based sector-level experience. | A |
| Experience | | |
| 4 | A strong record of academic/professional excellence in an area relevant to the School, with a strong understanding of area/industry trends and their implications for curriculum, portfolio, research and knowledge exchange. | A, I, P |
| 5 | A proven track record leading curriculum and portfolio growth and development to provide excellence in learning, teaching and student experience across a range of provision. | A |
| 6 | Proven ability to lead strategic developments at School-level and to contribute to institutional strategic goals. | A, I, P |
| 7 | A proven ability to formulate and communicate a clear vision to staff and address barriers to change and success. | I |
| 8 | Proven ability to effectively manage staff performance and grow and develop teams with the skills to deliver innovation, excellence in academic delivery and student experience. | A, I |
| 9 | A strong track record of developing and maintaining external networks and partnerships to support academic delivery, research, knowledge exchange and income generation. | I |
| 10 | A strong research/knowledge exchange profile with proven ability to shape research environments and create impact through research and knowledge exchange activities. | A |
| Values, Behaviours & Key Competencies | | |
| 11 | Ability to demonstrate a genuine commitment to equality and inclusivity in the fulfilment of your duties, interactions and behaviours with others, including actively supporting associated EDI Chartermarks awarded to the University. | A, I |
| 12 | Excellent organisational skills with the ability to effectively lead a team with a complex workload across a range of provision. | I |
| 13 | Ability to respond sensitivity and appropriately to the needs of students, including the ability to take appropriate action to ensure those needs are fully supported. | I |
| 14 | Ability to harness excellent team working and to motivate, develop, coach and mentor teams in high performance. | I |
| 15 | Excellent team working, interpersonal and presentation skills. | I |
| 16 | Ability to utilise collaborative working and creative problem solving in a range of scenarios and contexts. | I |
| 17 | A commitment to flexibility in your approach to delivering duties and to supporting students and colleagues across the University, including a willingness to work away from the University or to work flexibly, depending upon the demands of the role. | I |



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