

Job Description

Job Title: Deputy Head of Learning & Teaching
Department: Guildhall School - Provost's Office
Grade: F
Location: Guildhall School of Music & Drama
Responsible to: Head of Learning & Teaching

Responsible for:

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

This post will support the Head of Learning & Teaching and the Provost & Vice Principal (Academic) with the development and implementation of effective strategies and policies to deliver key teaching and learning objectives. The post holder will contribute to strategic leadership across the whole School in learning and teaching for taught programmes, taking a leading role in specific areas and initiatives as designated, to maintain standards, help evolve existing programmes and develop new programmes in line with the School's strategic vision, sector expectations and best practice.

Guildhall School has entered a partnership with a university overseas to be the lead international partner in a College of Music. As part of this project, Guildhall School will design ten academic programmes for validation by and delivery within the partner. The School will contribute to staff recruitment by the partner, engage in quality assurance and monitoring processes, and have a substantive responsibility for training faculty members through six different staff development components. The role-holder will make a key contribution to aspects of this project and take specific management responsibility for its faculty training programme.

Main Duties & Responsibilities

The role entails a specific remit for managing faculty training in a partnership arrangement (see 1, below). This remit is 0.5 (full-time equivalent) of the roles. The balance and proportion of other duties, as listed below, will be finalized in agreement with the Head of Learning & Teaching.

1. Manage the Faculty training element of Guildhall School's partnership with an overseas university, across the six components of this element. Oversee the design of all modules and activities, liaising with colleagues in the School and at the

partner institution as appropriate. Ensure suitable dissemination of materials in a timely way and oversee delivery arrangements for all aspects of this element, taking a significant part in delivery as appropriate.

2. The following duties are not shown in order of priority or frequency nor are the list exhaustive, but rather an indication of the type and level of duties expected of the post holder.
3. To develop, implement and evaluate the School's Teaching and Learning Strategy:
 - a. working closely with each Champion of the objectives of the main strategic plan to ensure appropriate synergies
 - b. develop an action plan and conduct regular review
4. To provide academic leadership in the preparation of, or responses to internal and external teaching quality assessments, including for professional, regulatory and statutory bodies. This may include:
 - a. Reviewing previous submission(s) metrics, competitor analysis,
 - b. Drafting the TEF submission (or successor) in consultation with colleagues across the institution
5. Preparing for Quality and Standards Reviews
6. Contribute towards, and lead, training delivered to teaching colleagues around curriculum development, maintaining standards and assessment, quality assurance, good practice and enhancement.
7. Chair the Programme Leaders meeting to discuss academic, strategic and operational matters.
 - a. Providing leadership and advice in programme development
 - b. Identifying good practice and encouraging best practice
 - c. Encouraging curriculum developments that map to whole School strategic objectives eg digital development, student wellbeing, collaborative activities, linkage with research
 - d. Taking an overview of action plans arising from Annual Programme Evaluation Reports - identifying cross-School issues for discussion, and ensuring student engagement in formulating actions and responding to actions
 - e. Taking an overview of External Examiners reports - identifying cross-School issues for discussion, and ensuring student engagement in formulating actions and responding to actions
 - f. Advising on the academic implications associated with partnerships attached to programmes
 - g. Develop academic policy and regulation in respect of the above.
8. Participate in School Committees and working groups as required, taking a role as chair on specific working / task & finish groups as required.
9. Be a member of, or chair as appropriate, student related panels concerning academic progress, academic appeals, academic complaints, and disciplinary matters.



10. To support the School's catalyst programme for HEA Fellowship (seeking Senior HEA recognition if this has not already been obtained).
11. Maintain a strategic awareness of national and international trends and innovations in teaching and learning, particularly within the arts. Providing leadership in innovative teaching and learning practices within the School. Represent the School in a positive and professional manner internally, regionally and internationally. Acting at all times in the best interest of the School. Work with key stakeholders and partner institutions to develop and enhance programme provision.
12. The role-holder will carry out all duties to a professional standard, taking into account the need to maintain academic standards and the School's reputation, and meet all legal requirements.
13. The role holder will actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
14. The role holder will actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post; and Guildhall School's Diversity, Equity & Inclusion agenda.
15. The role-holder will undertake any other duties that may reasonably be requested by the Head of Learning & Teaching.



17. To take reasonable care for their own health and safety and that of other persons that may be affected within their own working environment in accordance with the Guildhall School and City of London's Health and Safety procedures.
18. Any other activities as identified by the Head of Music Administration, the Ensembles, Programming & Instrument Manager and the Music Stage, Logistics and instrument Manager.
19. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
20. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



Person Specification

Job Title: Deputy Head of Learning & Teaching
Department: Guildhall School – Provost’s Office
Grade: F
Trent Position number:

No DBS
No security vetting is required

This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

Qualifications

- Relevant Postgraduate qualification
- SFHEA recognition (A) (desirable; or viable application planned)

Experience

- Extensive experience of teaching and curriculum development at more than one Higher Education Institution, preferably including a conservatoire or small and specialist institution (A and I)
- Substantial experience as a UK Higher Education external examiner, higher education peer reviewer or other external peer roles in a UK HE setting. (A)
- Excellent interpersonal skills with the ability to persuade, influence, challenge and inspire others (I and T)
- Experience of leadership in validation and/or curriculum development (A and I)
- Effective and proven leadership skills with an ability to be a role model for high standards in working practices and behaviors (A and I)
- Proven ability to improve the student learning experience, progression and overall satisfaction with teaching (A and I)
- Experience of delivering high quality teaching (A, I and T)
- Successful application of UK Higher Education quality assurance processes and quality enhancement procedures (A and I)

- Experience of writing/contributing to submissions for the Teaching Excellence Framework or similar (A, I and T)
- In-depth understanding of the core issues and challenges of practical training and teaching in a conservatoire and the specific issues concerning the learning experience for students (A, I and T)
- Experience of leading and managing change (A and I)
- Experience of educational development in international settings (A and I)
- Knowledge and experience of staff training and development activities (A and I)

Personal characteristics

- Flexible, self-motivated and proactive in identifying new opportunities (A and I)
- Demonstrable experience of developing, implementing and reviewing strategy and operational plans (A and I and T)
- Ability to work as part of a team within an HE setting (A and I)
- Advanced IT skills to support the administrative requirements of the role including data analysis and report writing (A)
- Ability to manage multiple competing demands (A)

Other Relevant Information e.g. working hours or desirables (only if applicable)

For the right candidate there may be some flexibility in the number of hours a week. However, the role holder should expect to center the majority of their time in School to be available to support colleagues and to attend specified events and activities.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £59,060 - £66,670 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from.

Contract

The position is offered on 6month fixed – term contract in the first instance.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.