

CANDIDATE PACK

Assistant Head of School in Screen

Design, Creative and Digital Industries / School of
Media and Communications

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Assistant Head of School in Screen

Reports to: Head of School

Department: School of Media and Communications

Grade: L2

ROLE PURPOSE

The Assistant Head of School will support the Head to provide academic leadership and delivery of the school's strategic plan through the effective performance management of staff. The Assistant Head of School will undertake responsibilities to assure and enhance the quality of its teaching and research, to plan, develop and enhance the performance of its staffing and financial resources, and oversee the day-to-day management of staff carrying out its academic operations. The Assistant Head of School is responsible for the practical support for planning and resource allocation to deliver University planning and performance targets.

PRINCIPAL ACCOUNTABILITIES

1. To provide effective line management and leadership for staff as delegated by the Head of School. To ensure the consistent provision of feedback, guidance and staff development, the monitoring of performance against clear and equitable standards and University policies. To ensure that staff are suitably qualified to work within their own area and that work is allocated consistently using the University's Workload Allocation Model and tools. To actively resolve performance concerns and any areas of conflict to improve standards of performance and ensure that colleagues engage with university agendas and provide accurate and timely information, as required by Professional Service departments and the school's administrative and student processes and systems.
2. To assist with the management of quality assurance of courses, modules and other educational programmes in line with university, professional and other relevant standards and regulations, and to assist with the continuous development of programmes, learning materials and staff to improve performance and quality overall.
3. To support the Head to develop and implement strategy in respect of learning, teaching and quality for both undergraduate, professional and postgraduate courses and programmes in the UK and internationally. To work with the Head of School and members of the School Executive Group to contribute effectively to the strategic planning and academic development of the school by contributing to school business plans and working with the relevant areas of professional services to identify potential areas of growth for the school.
4. To assist with the formulation and manage the implementation of an annual operating plan for the



school in respect of learning, teaching and quality for undergraduate, professional and postgraduate programmes, covering fees, recruitment targets, and financial performance, to monitor, manage and report on progress against agreed Key Performance Indicators and targets.

5. To lead the design of new courses and programmes and to enhance the development of teaching, research and consultancy across the school's undergraduate and professional and postgraduate portfolio, to ensure a quality provision as well as a sustainable strong financial footing for the College.
6. To promote opportunities for effective generation of enterprise (i.e. non-HEFCE income) through short courses, external research income, consultancy and so forth as consistent with university standards, policies and strategy.
7. To report on delivery and management of progress against annual targets and goals and provide support for identifying and resolving barriers to delivery.
8. To assist where appropriate with the maintenance and development of effective relationships with professional bodies and University governance requirements.
9. To maintain excellence in their own profile in teaching and research by representing and promoting the discipline externally through collaborations, partnerships, conferences, and professional bodies, in the UK and internationally
10. To assist the Head to ensure adherence to agreed University and professional body requirements for all academic programmes developed and delivered by members of the school, the maintenance of professional standards in teaching, research and consultancy work, and the maintenance of effective relationships with existing and potential students.
11. To carry out any other University, College and School responsibilities as may reasonably be required by the Head of School from time to time.

CONTEXT

The Assistant Head of School is a management and leadership role requiring a commitment to, and thorough understanding of, the main academic disciplines within the school. The Assistant Head of School will assist the Head with the management of staff and other resources to ensure the quality and effectiveness of the school and its strategic development and performance enhancement to achieve the University's and the School's strategic goals.

Within the School's strategic framework, the Assistant Head of School will assist the Head to manage key academic processes and workload allocation to members of staff.

The Assistant Head will also assist with maintaining relationships with professional bodies, external examiners and other client groups external to the University.



A core part of the Assistant Head's role is the delivery of the School Plan and operating this on a daily basis. The University operates a devolved management structure and each College is responsible for the development and implementation of business and strategic plans to ensure that its income exceeds its expenditure by an appropriate margin. The Assistant Head of School has responsibility to work with the Head and other key role-holders, to plan, deliver, monitor and report on operational activities against School and College business plans.

DIMENSIONS

The post-holder will also work closely with the Head of School, the School Executive Group and senior role holders to develop School policies and strategies relating to learning and teaching quality and effectiveness, research and international developments, enterprise and knowledge exchange, as well as the development of School infrastructure. The postholder will have the opportunity to lead and contribute to institution-wide initiatives.

They will act as subject lead for the Screen subject area within the School of Media and Communication, providing leadership across Film, TV, Animation and Virtual Production.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Degree
- Post-Graduate Degree or Professional Qualification
- PhD or an equivalent level of knowledge, supported by evidence, which demonstrates you are a recognised expert with an authoritative understanding of your specialised field or discipline. You will have gained this knowledge through very broad and extensive experience, having built on a sound understanding of concepts and principles, through your wide and significant exposure to complex practices and precedents, within either industry, consultancy or private practice.
- An expectation of prior attainment of HEA Fellowship or a willingness to undertake and to engage with the University's PRESTige scheme for the appropriate category within an agreed timeframe.

Desirable

- Senior HEA Fellowship.

TRAINING AND EXPERIENCE

Essential

- An established academic and professional reputation, including a strong research record or professional practice in an area within the subjects covered by the relevant Faculty.
- Extensive proven experience in teaching
Or extensive proven experience in relevant professional activity
- Extensive proven experience in scholarship, research or knowledge transfer
- Research and teaching experience within subject specialism with a proven record of achievement in the chosen field reflected in an established UK and international reputation.
- Significant experience of academic administration, such as course and module leadership, quality assurance, marketing and curriculum development.
- Experience of development and management of effective quality assurance procedures, including active involvement in committees and working groups.
- Proven ability to devise and advise on and manage learning and research programmes.
- A good understanding of business planning, resource management, and of the issues affecting HE.
- Experience of management of staff and staffing budgets, including the effective handling of appraisal/performance reviews and staff development activities.



Desirable

- Extensive experience and demonstrated success in developing methods, coaching and management skills.
- Experience of course and curriculum development and the development and introduction of improved methods of teaching and learning.
- Experience of development of continuing professional development and knowledge transfer programmes in collaboration with business partners, industry and professional bodies, preferably including some international experience.
- Experience of developing business plans, budgets and project plans and successfully managing resources within them.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- High level analytical and administrative capability.
- Skills in counselling and motivating students and colleagues at all levels.
- Proven ability to lead academic processes, for example; course design, development, validation and review, assessment exercises, examinations, student recruitment and Quality Audits.
- Ability to manage, assess and organise resources.
- Proven ability to effectively manage assets and budgets allocated as part of the role and management resources.
- Proven ability to lead broader management processes, for example business and programme planning and departmental strategic planning.
- Skills in leading, managing and motivating staff.
- Experience of supporting change by championing the vision and supporting the people involved. Planning and putting in place the necessary resources and supporting systems, including monitoring and communications.
- Ability to take ownership and control and exercise leadership; initiating action and taking responsibility.
- Ability to set ambitious but realistic goals and to provide direction, inspiring others and take responsibility for contributing to and delivering results to achieve the University's vision/goals.
- IT skills minimum requirements: Word, Excel, Powerpoint (i.e. Microsoft package): plus Email, intranet and Blackboard



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 28 April 2024.

Interviews will take place on 20 May 2024.

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

The term of office as Assistant Head of School is for a period of three years, at which time the position will be reviewed with the possibility of extension for a further two year fixed period. Following completion of term of office, the postholder will revert to a substantive permanent post within the School.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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