**JOB DESCRIPTION**

**Job title:** Head of School

**Salary range and conditions:**  Professorial appointment. 1 FTE.

**Department/Division:** Faculty of Humanities, Arts and Social Sciences

**Reports to:** The Executive Dean, Faculty of Humanities, Arts and Social Sciences

**About us**

The Faculty of Humanities, Arts and Social Sciences brings together a diverse array of disciplines, fostering creativity, critical thinking, and interdisciplinary collaboration across four schools. These include the **School of Arts**, with a focus on fields like architecture, creative writing, and media; the **School of Law**, dedicated to the study and practice of law; the **School of Global Affairs**, exploring global languages, history, international relations and philosophy; and the **School of Social Sciences**, covering areas such as criminology, educational research, linguistics and sociology. Guided by an ethos of innovation and collaborative leadership, the Faculty aims to inspire intellectual exploration while ensuring excellence and accountability through partnerships with External Advisory Groups.

Lancaster University has an excellent reputation for research and teaching in the Humanities, Arts and Social Sciences. The global influence of our scholarship is confirmed by the latest QS World University Rankings, with Linguistics at 3rd in the world and English Language and Literature, Art and Design, Modern Languages and Sociology in the top 100. Lancaster is currently ranked in the top 13 universities in the three major national (UK) league tables with the many of the Faculty’s disciplines within the top 10 and Social Work at 1 (CUG and Guardian), Media Studies and Film at 2 (CUG).

**Job purpose**

The Head of School is a key role within the Faculty and University, providing academic leadership, setting a clear strategic vision, and directing the School's education, research, engagement, and EDI goals. The role fosters a high-performance culture, enhances the School’s internal and external reputation, and contributes to Faculty strategy and University-wide goals.

**Main responsibilities**

The Head of School will work closely with the Executive Dean, Associate Deans, and Faculty Manager, aligning academic and Professional Services priorities with School and Faculty strategy. The Head of School is a core member of the Faculty Leadership Group, has specific delegated authorities and is responsible to the Executive Dean (and ultimately the Vice-Chancellor) for the School's performance and is accountable to the Senate.

**Strategic academic leadership**

The Head of School will:

* develop and align the School’s vision with the Faculty and University, promoting excellence in education, research, and engagement through collaboration across the School
* advocate for the School's interests internally and externally, secure funding for research; building relationships with stakeholders.
* maintain awareness of trends in higher education and research funding, working with the Associate Dean for Research and other leads to develop a comprehensive research strategy.

**School planning, management, and governance**

The Head of School will:

* ensure the School meets priorities in accordance with quality assurance, governance, and compliance standards.
* oversee the development of an annual planning submission, the achievement of student recruitment, financial targets, and key performance indicators.
* collaborate with the Deputy Head of School to develop a continuous academic plan with clear goals, accountability, and evaluation measures.

**People leadership and development**

The Head of School will:

* attract and retain high-calibre staff and support their career development in line with Faculty recruitment plans.
* foster an effective teaching, research, and engagement culture.
* champion EDI by implementing action plans, promoting diversity at all levels and leading by example.
* actively support the wellbeing and development of your team by:
  + conducting regular Performance and Development Reviews (PDRs).
  + providing ongoing guidance to help staff achieve their full potential.
  + managing performance, ensuring clear expectations are set and met.
  + fostering a positive, developmental and supportive work environment.

**Financial and estate management**

The Head of School will:

* collaborate with Faculty Leadership and Finance to manage the School’s resources, ensuring alignment with the University’s financial strategy.
* support the development of a robust budget and five-year plan, exploring opportunities for business growth and income generation.
* play a role in capital projects, facilities management, and efficient space use within the School.

**Health and safety**

The Head of School will:

* ensure a safe working environment for students and staff, reporting to relevant committees. Act as the safeguarding lead for the School.

**Values**

In pursuit of our Vision and in keeping with our Purpose, we work to uphold our values:

* **We respect each other by being open and fair and promoting diversity**
* **We build strong communities by working effectively together in a supportive way**
* **We create positive change by being ambitious in our learning, expertise and action**

The University recognises and celebrates good employment practice undertaken to address all inequality in higher education whilst promoting the importance of wellbeing for all our colleagues.

We expect all staff to embrace our core values and work positively to support equality, diversity, and inclusion, ensuring that every team member contributes to a supportive, and respectful working environment.

**The duties outlined above are not intended to be exhaustive and may change as the needs alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with emerging needs.**