

Job Advert

Academic Director

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner university are equal shareholders.

The Role

We are currently recruiting for the position of Academic Director at INTO University of Stirling. We are looking for an experienced leader to play an integral role in the academic management and development of teaching programmes, academic managers and related resource within the centre. With a proven track record in delivering improvements in teaching and learning, the successful candidate will build and manage relationships with colleagues, senior managers, university stakeholders, students and parents from a range of linguistic, ethnic and cultural backgrounds. Excellent organisational skills, a proactive approach and a commitment to the development and communication of strategic plans, academic policy, priorities and objectives will be key attributes for the role.

Essential requirements:

- Eligibility to work and travel freely to and from UK
- Minimum Honours degree.
- Relevant experience of working in the HE/FE sector in a senior, leadership position.
- Experience of leading and managing staff.
- Understanding of the needs of international students.

Desirable:

- Master's degree.
- Experience & knowledge of student welfare.
- Knowledge of recruitment and retention and relevant employment law.

Salary

Band E: £37,014 - £50,079 dependent upon skills and experienced.

Application Process

If you feel you have the necessary skills, experience and interest for this post, please send your CV with a covering letter saying why you are interested in working for INTO University of Stirling and why you are suitable for the position to Mary Donati at mary.donati@stir.ac.uk

**The closing date for submission of applications is 5pm on Sunday 6 December 2020.
Interviews scheduled for the 7th January 2021.**

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“For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit www.into-giving.com.