

Job Description

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.

Role Context

As a member of the academic INTO Stirling Senior Management Team, you will support the Centre Director in the delivery of the academic strategic and operational objectives of the Centre. In addition to your key accountabilities you will demonstrate role model behaviour and organisational compliance. You will be required to deputise for and to represent the Centre Director as needed.

Reporting line

The role reports to the Centre Director, INTO University of Stirling.

Job Dimensions

- The successful candidate will have overall responsibility for all aspects of academic quality and teaching delivery, including the effective management and development of teaching and resource, excellent student experience and motivational staff leadership, whether face to face or digital learning. There will be a substantial liaison function with external and internal stakeholders, in particular staff within University of Stirling.
- To manage a team of Programme Managers and academic staff.

Strategic Responsibility

The Academic Director will:

- Liaise with key stakeholders at University of Stirling, including senior staff (e.g. Deans, Heads of school, Programme Directors, Admissions office, International office), with other appropriate bodies and within the INTO company. Some relationships may also need to be developed with other external stakeholders.
- Maintain good relationships with all Stakeholders acting as a positive ambassador for INTO UoS.
- Provide the Centre Director with advice and support on all academic matters in light of commercial imperatives and financial targets as required
- Contribute to the development and communication of Centre plans.
- To promote and act as a role model for the delivery of an excellent customer and stakeholder experience.

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Academic Leadership

- Provide effective management of quality inclusive teaching and learning to give students the best opportunity to maximise their academic potential and progress to their choice of University, whether face to face or digital learning.
- Ensure that all necessary strategies, policies and procedures are in place to assess and report on student performance and progression to key stakeholders.
- Develop, lead and co-ordinate face to face and digital teaching programmes and teaching resource in the most efficient and effective way (particularly with reference to curriculum review, timetabling, assessments and staff deployment) with an understanding of the centre's commercial targets, the maximising of student progression and optimum student satisfaction levels.
- Liaise with the Quality Assurance Manager (QAM) on validation and accreditation processes, and in ensuring QA policies are followed to maintain educational oversight.

Leading and Managing

- Create an academic organisational structure that reflects the Centre goals and values, and enables the management of systems, structures and processes to work effectively in line with legal requirements, corporate requirements and budget.
- Provide dynamic, consistent and motivational leadership for the academic team and its employees, ensuring the successful delivery of the vision and objectives of the Centre.
- Promote best practice in all aspects of work, championing role model behaviour and delivery to maximise customer service.
- Ensure academic activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- All of the above apply to both face to face and digital modes of delivery.

People Management

- Maintain and develop a strong, cohesive and productive Academic Team, whose members have clear roles and responsibilities, and high expectations of performance.
- Recruit, retain, develop and deploy staff appropriately and assist in managing their workload to achieve the goals of the Centre.
- Oversee the management, development and retention of high calibre and competent employees.
- Manage the performance and development of all academic and academic related staff within the Centre; as appropriate.
- Lead the recruitment, induction, development and performance management of teaching and academic and support staff, as appropriate.
- Develop, communicate and implement key policies and decisions.
- Provide staff with on-going support and guidance with regard to programme goals, curriculum, materials and methodology.
- Manage the process of management, developmental and peer class observations with appropriate and ensure that these are carried out on a regular basis.
- Promote a collaborative working environment to maintain and enhance the quality of the student learning experience and the overall teaching-learning environment.
- Ensure that the Academic Team develops high employee engagement with an environment of fairness, equality, diversity where employees are respectful of each other and responsible for their contribution to a positive work environment.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Acknowledge others accountability celebrates and recognises achievements and success.

- All of the above apply to both face to face and digital modes of delivery.

Finance

- Deploy resources optimally in line with budget constraints.
- Seek efficiency and optimisation of resources without compromising quality to maximise profits whilst maintaining quality.

External Relationships

- Effectively engage with the regional sales team and the marketing team to ensure that quality students are sourced in a quality and timely way, maximising the potential revenue of the Centre through best practice recruitment processes and branding.
- Effectively engage with and contribute to fulfilling the contractual agreements.
- Effectively network and manage relationships with IUP and University stakeholders, agents and other key internal and external stakeholders.
- Ensure that regular communication processes are in place to keep employees, students, parents, the Joint Venture Senior Management Team (JV SMT), the JV Academic Management Group and INTO University Partnerships (IUP) stakeholders fully informed of relevant matters, strategic and operational.
- Create and maintain an effective partnership with parents as appropriate and support and improve students' achievement, engagement and personal development.
- All of the above apply to both face to face and digital relationships.

Pastoral Leadership and Wellbeing

- Be committed to supporting and promoting the highest standards of welfare for the students liaising with the Student Services team so that safeguarding is central to the Centre's way of operating.
- Ensure that the pastoral care and wellbeing of students remains at the heart of all the Centre's undertakings and meets the business, students and parents' expectations.
- Build a culture and curriculum that takes account of the diversity of students.
- Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.
- We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Salary

Band E - £37,014 - £50,079 per annum depending on skills, qualifications and experience.

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) copies of qualifications will be required;

- reference requests will specifically ask whether there is any reason why candidates 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 is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

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.

See next page for Person specification

Person Specification

The post holder must be able to demonstrate with evidence the following;

Education and qualifications	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate Enhanced Disclosure Scotland PVG (Prevention of Vulnerable Groups) check will be required prior to confirmation of appointment. • Eligibility to work and travel freely to and from UK 	
Education/Qualifications	<ul style="list-style-type: none"> • Minimum Honours degree • Academic credibility with key stakeholders 	<ul style="list-style-type: none"> • Relevant recent professional development that prepares the applicant for this post; • Master's Degree
Leading, learning and organisational development skills/knowledge	<ul style="list-style-type: none"> • Relevant experience of working in the HE/FE sector leading and managing a digital learning and teaching team. • Relevant experience of working in the HE/FE sector in a senior, leadership position with a record of achievement. • Successful and relevant experience of leading and managing both teaching and ancillary staff in a residential environment, providing a culture of effective learning in the broadest sense. • Experience of being responsible for significant size budgets. • Good understanding of the needs of international students. • Experience of deploying and managing resources effectively. • Experience of managing and implementing major change initiatives. • Experience and evidence of effective leadership and management with participative and inclusive style with the ability to motivate, influence and inspire employees, students and other key stakeholders. • Evidence of leading and delivering excellent student experience and customer service and creating high employee engagement. • A strategic and innovative thinker with the vision to develop long and medium term strategies for the Centre. • Commercially astute, with the ability to 	<ul style="list-style-type: none"> • Experience of running successful partnerships with external organisations • Experience & knowledge of student welfare, including emotional and social development. • Human Resources especially recruitment and retention and relevant employment law.

	<p>reconcile the twin imperatives of delivering quality programmes and working in a “for profit” organisation.</p> <ul style="list-style-type: none"> • Has a good understanding of the ideal learning environment for students. • Has a good knowledge and understanding of Curriculum planning, Performance Management and Coaching; Student Support, Financial • Planning • Evidence of working within a regulated educational business and leading teams through external and internal inspections. 	
<p>Personal Skills</p>	<ul style="list-style-type: none"> • Values and empathises with diversity and the unique place and recognises the contribution every individual makes to the Centre community. • Values are very student centred, with a strong drive to improve the life chances and outcomes for young people particularly international students. • Committed to academic excellence and ensuring that every student has the best possible student experience in the broadest sense. • Influences and motivates others to maximise their potential. • Excellent communication Skills (oral and written) with the ability to communicate a wide range of audiences and adjust style accordingly. • Leads by example in role modelling and embedding excellent student and customer service. • Fosters an open, fair and equitable culture that inspires, builds trust and manages conflict. • Gives and receives effective feedback and acts to improve personal and organisational performance. • Maintains sound judgement and decision making. • Competent IT and analytical skills. • Committed and responsible for promoting and safeguarding the welfare of children and young adults 	