



| JOB DESCRIPTION | |
|------------------------|-----------------------------------|
| Job Title | Head of Learning and Teaching |
| Department | Office of the Provost |
| Grade | H |
| Location | Guildhall School of Music & Drama |
| Responsible to | Provost |
| Responsible for | N/A |

Purpose of Post

To make a major contribution to strategic planning in the School in the areas of learning and teaching, and to take the lead as agreed with the Provost, Director of Student & Academic Services and Registrar, and Vice-Principals in implementing key elements of the Learning & Teaching Strategy in consultation with relevant stakeholders across the School.

The Head of Learning & Teaching reports to the Provost and provides strategic leadership for the School's higher education provision. The Head of Learning & Teaching is responsible for the ongoing development, review, and implementation of the School's Learning & Teaching Enhancement Strategy, delivering key developments in enhancing the quality of the School's portfolio of programmes in line with the Strategic Plan 2023-30.

The Head of Learning & Teaching will provide leadership across the School, working collaboratively with members of School Executive, senior managers, and Heads of Departmental Administration and Professional Services. The postholder will play a leading role in fulfilling the School's strategic vision, fostering a 'one-school' approach to academic standards, quality management, and the student experience. This will include a significant role supporting the work of School Executive, Academic Board, and the Education Strategy Committee (ESC) in aligning higher education provision in common frameworks that recognise and value the distinctness of departments.

Main Duties and Responsibilities

1. Leading the continual review, development, and implementation of the School's Learning & Teaching Enhancement Strategy, encompassing strategic collaboration to support delivery of the Strategic Plan 2023-30 and the School's Key Performance Indicators (KPIs) for learning and teaching.

2. Leading the School's response to changes and developments in learning and teaching in collaboration with departments for the School's respective fields to ensure the portfolio demonstrates sector leading quality and outcomes in andragogy. This will include applying deeply worked specialist knowledge of learning and teaching, working alongside senior academic staff developing interdisciplinary content for all levels and modes of study.
3. Leading activities in collaboration with Directors of Professional Services and senior managers and relevant academic staff to develop new modules and programmes and ensure the strategic phasing of provision to meet changes in emerging sector practice and modes of vocationality.
4. Supporting oversight of academic standards and quality management across the School, working alongside the Academic Registrar and members of Registry staff to lead quality assurance activities including periodic review, validation, and revalidation. This will include chairing periodic quality assurance events, supporting work on external reviews and audits, and providing input as a panel member as needed.
5. In liaison with students and colleagues as appropriate, oversee the planning, curation and delivery of the School's learning and teaching strategy, and associated planning and strategies to embed a whole-school approach to learning culture, encompassing non-credit bearing provision, interdisciplinary, and research-informed teaching.
6. Working in partnership with relevant colleagues to ensure the School's curricula are research-informed, leading and collaborating as needed where learning and teaching activities and themes intersect with research and knowledge exchange activities.
7. Providing strategic leadership on themes relating to learning and teaching culture and delivery in line with the Strategic Plan 2030, including but not limited to themes on Diversity, Equity, and Inclusion (DEI), Lifelong Learning, technology, and international partnerships. The role holder will lead accordingly on task and finish groups determining the direction and focus on development at departmental level.
8. In consultation with School Executive Committee (SEC) and the Board of Governors and its sub-committees, oversee the development of a learning and teaching culture consistent with the School's values, mission and Strategic Plan; and foster the development of departmental fora for discussion and development of learning and teaching. Seek and, where appropriate, cultivate relationships between the School and academic and industry partners with a view to enriching the learning and teaching environment of the institution through the conception and curation of events and external partnerships.
9. Providing strategic insight and recommendations to Board of Governors, Academic Board, School Executive Committee (SEC), Education Strategy Committee (ESC), Planning & Operations Committee (to support Business Planning Rounds as relevant to the role) and other governance committees as needed on higher education provision, including internal and external quality metrics and KPIs (e.g. Office for Student (OfS) indicators, National Student Survey (NSS), UK university league tables); oversee the development and delivery of actions plans as appropriate.

10. Leading the School's response to external teaching quality assessment exercises, such as the Teaching Excellence Framework (TEF), in collaboration with relevant academic and professional services staff.
11. Leading collaboratively across the whole School to support strategic initiatives. This will include working with Guildhall Young Artists (GYA) to further develop complementary pathways and progression from the under-18s academic provision to the School's higher education programmes. It will also include working with colleagues to further the School's Lifelong Learning provision, including short courses.
12. Contributing to the strategic direction and development of the School's digital learning environment to ensure it is at the cutting edge of learning and teaching innovation to support the School's status as a world-leading provider of learning and training. This will include collaborative working with relevant senior staff to support the continual improvement of the School's online learning platform.
13. Making a leading contribution to the School's programme of development for academic and practitioner staff on learning and teaching practice and professional development (e.g. Advance HE fellowship mentoring).
14. Maintain a strategic awareness of national and international trends and innovations in teaching and learning, particularly within the arts. Representing 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.
15. Maintain a profile in the public domain as an expert in a subject area within the School's disciplinary scope, producing internationally excellent and/or world-leading research outputs.
16. 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.
17. 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.
18. The role holder will undertake any other duties that may reasonably be requested by the Provost, including deputising as appropriate for internal and external commitments relevant to the remit of the post.



| PERSON SPECIFICATION | |
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Please find below the key skills and core behaviours required to undertake this post.

(A = application, T = Interview Test, I = Interview)

Essential

Qualifications

- Educated to doctoral level. (A, I)
- A recognised professional teaching qualification, Advance HE (HEA) membership. (A, I)

Experience, Skills, and Abilities

- In-depth, expert knowledge and deep understanding of teaching and learning pedagogies, and in managing strategic curriculum review and development. (A, I)
- Proven current creative and innovative academic leadership experience across relevant disciplines. (A, I)
- Well established academic achievement, of international standing, in a field of expertise relevant to the School, with demonstrable contributions to education leadership in this subject area. (A, I)
- Significant sector-recognised academic leadership credentials and credibility to develop the vision and lead change in a research-informed learning, teaching, and practice training environment. (A, I)
- Experience of supervising doctoral projects to successful completion. (A, I)
- The ability to provide strategic leadership, including the ability to develop and formulate strategic plans. (A, I)
- Excellent communication and interpersonal skills, with the ability to provide innovative solutions, and pro-active and positive leadership. (A, I)
- Demonstrable commitment and experience of leading strategic work to maintain and enhance quality and standards in learning and teaching. (A, I)
- Practitioner profile in learning, teaching, or academic development. (A, I)

- A current active research profile in learning, teaching or academic development with relevant publications or proven experience in a related field to the School. (A, I)
- Experience of effective staff, project, and service management; sound planning abilities, setting and adhering to clear standards and expectations, facilitating projects and services, effective service monitoring and enhancement, monitoring and managing performance. (A, I)
- Extensive experience in student and staff learning development and enhancement of academic practice. (A, I)
- Knowledge of external higher education policy environment and issues pertinent to learning & teaching. (A, I)
- Commitment to current pedagogic learning, teaching, and research. (A, I)
- Exceptional interpersonal skills with the ability to convey principles and standards of pedagogic practice to a broad and varied audience. (A, I)
- A proven ability to work collaboratively and collegially with academic and professional services colleagues at all levels, and proactively supporting strategic projects for executive leadership. (A, I)
- Strong IT skills including use of Microsoft Office packages and conversant in the development of VL environments. (A, I)
- Experience of developing the use of technology to enhance learning in a higher education context. (A, I)
- Demonstrable experience delivering enhancements to learning and teaching, and the student experience at a cross-institutional level. (A, I)
- Demonstrable applied professional values in line with the School's Strategic Plan 2023-30, approaching duties with an attentiveness, boldness, curiosity, and dedication. (A, I)

Desirable

- Demonstrable current experience of delivering innovation in learning and teaching within a UK or international conservatoire setting. (A, I)
- Active doctoral supervisory status. (A, I)

In the event of a large number of applicants, the selection for interview will be based on those applications that demonstrate the applicant meets the desirable skills, knowledge and experience in addition to the essential.

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision-making process for recruitment. Please give succinct examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

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 £75,010 - £85,170 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on permanent basis.

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 28 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 full term notice in writing 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.