

Head of School ROLE DESCRIPTION

Background Information

The Institute for Arts in Therapy and Education provides a range of accredited vocational degree programmes and short courses that combine cutting edge research, experiential learning and creativity with the arts. Since 2013, we have worked in partnership with The School of Social Sciences at the University of East London (UEL), to offer the MA in Integrative Arts Psychotherapy programme (Adult), the MA in Child Psychotherapy and the PG Certificate in the Therapeutic Application of the Arts. UEL validates our postgraduate trainings, the Masters degrees and the PGCERT and offers students a range of resources online and at UEL's East London campus. The programmes meet the standards of education and training for both the HCPC and the UKCP.

Job Summary

We are looking to recruit a Head of School who can Plan, direct, and oversee the College operational policies, rules, initiatives, and goals. We also need a Head of School who helps the whole organisation execute long-term and short-term plans and directives by implementing judgement, vision, management, and leadership.

The Head of School position is a key member of the senior management team, reporting only to the Managing Director. They will ensure IATE remains at the forefront of counselling and psychotherapy training and will maintain control of diverse business operations, so will need to be an experienced and efficient leader, with excellent people skills, business acumen and exemplary work ethics. The Head of School will also frequently liaise with internal stakeholders at a variety of levels such as the Programme Directors, the team of Academic Officers, Placement Coordinators, and the IATE Operations Team.

The holder of this position will be based in IATE's Islington office, championing our innovations and improvements. The Head of School will work closely with the teaching staff, the administration staff and operational delivery team to ensure the smooth running of the trainings. The Head of School will be the company's second-in-command and responsible for the overall efficiency of business.

Summary of responsibilities

This is an integral role which sits at the interface of the Senior Management Team and the operational and teaching delivery teams. The Head of School also ensures the compliance of the organisation to key regulations/requirements of the accrediting HEI and registering bodies.

Key responsibilities include:

- To oversee the smooth running of all the courses at The Institute
- To calculate and set course budgets
- To liaise directly with members of staff and Course Directors
- To liaise directly with the Corporate Directors regarding all matters concerning the smooth running of the Institute
- To be responsible for Human Resources in terms of all teaching staff
- To troubleshoot and manage stressful situations which can arise within both the staff and student body
- To deal with conflicts which may arise with individual students and all people related to the business
- To liaise directly with all people concerned with the corporate management of the business: bank manager; accountant; professional insurers; solicitors etc.
- To work with the Business Manager to oversee and directly engage with the recruitment of students.
- To oversee and authorise marketing strategies
- To manage oversee and authorise the Diversity Scholarship Scheme
- Understanding the structure and UKCP requirements for all courses offered
- Member of Senior Management Team reporting on operational strategy
- Member of the Academic Board

Please Note: This list of duties is not exhaustive but indicates the main areas of work. This may be subject to change after consultation with the post holder to meet the changing needs of the organisation and to reflect the developing skills of the individual.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Registrations	Educational qualification, such as a Postgraduate Diploma or Masters in Business Management	
Employment	Previous or current experience in this role	
Experience, knowledge and skills	<p>Extensive knowledge and administrative experience at a senior level within a Higher Education Institute</p> <p>Experience of minute-taking in complex situations, report and summary writing</p> <p>Experience of providing information, guidance and support to team members</p> <p>Experience of building successful relationships with internal and external key stakeholders</p> <p>Commitment to maintaining confidentiality with sensitive data and information</p> <p>Able to work collaboratively to make judgements on significant new problems where precedent may not apply</p> <p>Able to develop innovative solutions and practical implementations for strategic and operational change.</p> <p>Able to recognise and deal with obstacles and difficulties.</p> <p>Ability to write clearly and concisely and present information to disseminate management information on a regular and timely basis</p> <p>Intermediate knowledge of MS Office functions (Outlook, Word, Excel and PowerPoint)</p> <p>Flexibility to work unusual hours on occasions</p>	Knowledge of, or interest in, Psychotherapy / Social Care or the Arts is desirable.
Other	<p>Right to work in the UK</p> <p>Interest in and commitment to the IATE programmes, mission and values</p> <p>This post is subject to an enhanced police check of previous criminal convictions with the Disclosure and Barring Service (DBS)</p>	