

THE GLASGOW SCHOOL OF ART

Head of Academic Quality (1.0 FTE) Permanent

The Role

Job Title:	Head of Academic Quality
Reports to:	Academic Registrar
Location:	Glasgow
Purpose:	Reporting to the Academic Registrar, the Head of Academic Quality will provide strategic and operational leadership to ensure the security of academic standards and assure the quality of GSA's educational provision. The role holder will work effectively across the institution to develop, monitor and ensure robust institutional oversight and implementation of policies, systems and processes to assure the overall quality of our educational experience, thus ensuring that sectoral and regulatory body expectations for quality and standards are met.

Roles and Responsibilities

1. Provide strategic and operational leadership across the GSA to protect academic standards and assure the quality of GSA's educational provision for taught and research degrees.
2. Providing ethical leadership and clear line management of the Academic Quality Team in line with application of GSA policies, providing regular employee feedback and development.
3. Design, implement, manage and evaluate comprehensive quality assurance policies, systems and processes ensuring alignment with external regulatory requirements, validating, professional standards and regulatory bodies, and best practices in the higher education and creative arts sector.
4. Provide trusted advice, guidance and support to senior leaders across the institution to effectively implement policy, regulations and practices to assure quality, secure standards and support enhancement.
5. Ensure institutional oversight and reporting of external accreditation and professional standards and regulatory body reviews and outcomes for all taught and research programmes.
6. Monitor, triangulate and analyse a range of data and evidence to ensure robust institutional oversight of quality and standards, identifying related enhancements and supporting the effective evaluation of programmes and courses.
7. Develop, review and have oversight of quality policies, processes, and associated repositories, relating to GSA's educational provision ensuring that GSA meets and exceeds

external and regulators expectations for quality assurance, academic standards, and external reference points.

8. Maintaining oversight of programme and course specifications ensuring up to date recording and accessibility of core information and compliance with external and regulatory requirements.
9. Manage and ensure the effectiveness of processes for the approval, review and revalidation of all taught and research programmes.
10. In collaboration with Schools and key Professional Services, ensure that appropriate mechanisms are in place for institutional oversight and quality assurance of all forms of collaborative provision including joint programmes, articulation arrangements and exchange programmes.
11. Foster meaningful engagement with students in the development and implementation of quality assurance across the School.
12. Develop, review and manage processes for the appointment, induction, training and reporting of External Examiners ensuring robust institutional oversight.
13. Working in partnership with the planning team, design, implement and review processes for the collection and institutional reporting on key data sets relating to quality assurance, academic standards and the student experience to promptly identify and address challenges such as student progression, retention and attainment.
14. Provide guidance and training to academic staff and professional services on the implementation of quality assurance processes and policies to ensure consistency and compliance with our internal quality frameworks.
15. Manage and coordinate institutional committees for quality assurance and academic standards, ensuring effective secretariat of committees and groups including working in close consultation with Convenors to set agendas, manage committee business, action plan, record minutes, and commission papers.
16. Effective liaison with the University of Glasgow, managing the full cycle of review and reporting, enabling the University to be assured regarding academic standards and their management and development at GSA.
17. Maintain a specialist knowledge of sectoral developments in quality assurance and academic standards including innovations in strategies, systems and processes.
18. Participate in appropriate professional networks, engage with key sectoral bodies, and attend sector conferences, workshops and CPD events to maintain awareness of developments and innovations and assess how these may impact or benefit the GSA and its strategic ambitions.
19. Undertake any such other duties commensurate with the role as determined by the Academic Registrar.

Relationships

Internal Contacts

- Secretary and Registrar
- Academic Registrar
- Deputy Director Academic
- Head of Learning, Teaching and Enhancement
- Head of Programme Development
- Heads of Schools
- Heads of Professional Services

External Contacts

- Scottish Funding Council (SFC)
- Quality Assurance Agency Scotland (QAA)
- Teaching Quality Forum (TQF)
- Quality Strategy Network (QSN)

Person Specification

Knowledge, Experience and Qualifications

Essential:

- An honours degree or equivalent professional experience.
- Extensive experience in the design, management, and review of quality assurance processes within a higher education context.
- Extensive experience of developing, reviewing, and implementing policies relating to academic quality and standards.
- In-depth knowledge and expertise of external regulatory requirements and reference points in higher education.
- Successful experience of senior and strategic leadership of change at institutional or departmental level.

Desirable:

- A relevant postgraduate qualification.
- Experience of quality assurance in the Scottish Higher Education sector.
- Knowledge and experience of external quality review in Higher Education.

Skills & abilities

- Proven ability to manage complex situations and change.
- Proven leadership and team working skills.
- Excellent organisational and management skills.
- Strong analytical and problem-solving skills.
- High level written and oral communication.
- Proven and effective line management skills for example, target setting, appraisal, probationary review and performance management.

Personal Qualities

- Able motivator of and communicator with staff and students.
- Self-initiator.
- The ability to work with a wide range of people, often under pressure.

- Proven ability to mentor and coach colleagues to success.

Terms and Conditions

Contract: Permanent

Probationary Period: It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description.

The probation period for this role is six months.

Salary: Grade 8: £56,921 - £65,814 Per Annum, pro rata

Hours: 35 hours per week

Holidays: 35 days plus 11 public and statutory holidays per annum pro-rata

Pension: Option to join the Strathclyde Pension Fund

Notice Period: Three months