UNIVERSITY OF WARWICK

Appointment of Dean of Students

Further Particulars

The University is seeking to appoint to the role of Dean of Students to provide strategic leadership of academic pastoral support and the student experience at the University.

The purpose of this role is to operate at institutional level to support the enhancement of the student experience through new and improved engagement strategies, and to ensure that the academic pastoral needs of students are considered in University-wide strategic developments and delivery.

In recognition of the importance of the academic pastoral experience, the Dean of Students will have line accountability for the Faculty Senior Tutors who undertake the duties of the existing Senior Tutor role on a local Faculty basis working with Departmental Senior Tutors.

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The ongoing investments in both the Dean of Students role and the Senior Tutor resource is in recognition of the importance of academic pastoral support to the student experience and the University’s Education strategy.

The Dean of Students is a member of the Education Executive and will continue to lead the development of the wider personal tutor network, building on the recent Review of Personal Tutoring, and work closely with all colleagues across improving student communications and engagement.

Expressions of interest, which should include a CV and a covering statement setting out the suitability for the role against the specification, should be submitted to Professor Chris Hughes, Pro-Vice-Chancellor (Education), and must be received no later than midnight on Friday 7 June 2019.

Interviews are scheduled for late June 2019.

Individuals may be invited to submit further information in support of their application following consideration by the selection panel.

Summary Person Specification

With a demonstrable record in Education, you will have experience of providing academic pastoral support to undergraduate, masters and research students.

Evidencing strong interpersonal and influencing skills, you will also demonstrate an empathy with and understanding of the student experience and factors that support student success.

As well as a strong track record of delivering successful outcomes within or across departments or a significant teaching/research activity or group, you will demonstrate the ability to operate at institutional level with the capability to effect strategic change.

As a senior member of the University and Education Executive, you will have the credibility and capability to engage effectively with both academic and administrative departments, develop, present and implement an academic pastoral vision and work seamlessly with colleagues also engaged in student and residential pastoral support in the People Group.
You will evidence an ability to assume a high public profile within the University and beyond.

The Dean of Students is normally a role at professorial level although expressions of interest are invited from the wider Academy. You will dedicate 60% of your time to the role and an honorarium is payable.

The post-holder would be expected to serve for an initial period of up to three years.

**Professional attributes**

- Significant experience of academic leadership either institutionally or through local initiatives
- Strong record of delivery with an empathy with students and for the student experience
- Experience of delivering successful projects within or between departments or collaborative activities at the institutional level
- Experience of effective line management
- Experience of involvement in the University’s decision-making processes
- Able to represent the University nationally and internationally
- Good understanding of the national HE environment and in particular the factors supporting the student experience

**Personal Attributes**

- Ability to envision strategy, implement change and achieve tangible success
- Demonstrable skills to inspire and engage people in the development of ideas and delivery of collaborative or strategic projects
- Ability to quickly establish credibility within the role, influencing and building relationships at all levels.
- Leadership skills to motivate, support and provide well-judged guidance to colleagues
- A proactive approach, focused on outcomes
- Effective interpersonal skills, including the ability to influence and negotiate effectively
- Ability to demonstrate tact, confidentiality, diplomacy and respect
Summary Role Description

Job Purpose: To provide institutional strategic leadership for the student experience and the provision of academic pastoral support for students, ensuring that practice at Warwick is sector leading and supports both academic outcomes and the well-being of students.

Reporting to: You will report to the Pro-Vice Chancellor (Education) with a dotted line relationship to the Academic Registrar.

You will work closely with colleagues in the Education Executive to integrate the strategic development of academic pastoral support with the University’s wider strategy, hence furthering student success, progression, and employability. You will further enhance the best model for enhanced Senior Tutor provision at Faculty level and provide leadership to the wider Departmental Senior Tutor and personal tutor network, and will represent your areas of accountability on a relevant committees and working groups.

You will develop the Dean of Students presence and function further as a key touchpoint for leadership and enhancement of student engagement and communications.

You may be asked to lead on specific initiatives and play ambassadorial and ceremonial roles in support of the University’s activities and strategy.

Duties and Responsibilities:

1. To participate as an integral member of the Education Executive to deliver the University’s Education Strategy.

2. To further develop across the University community awareness of, and confidence in, the Dean of Students Office, its functions and role, ensuring the Dean of Students is integral to strategic developments in student engagement and the student experience.

3. To horizon scan and implement improvements to institutional level academic support and student engagement mechanisms, drawing on best practice within the sector and ensuring that provision at Warwick anticipates and remains ahead of changing sectoral and educational practice.

4. Working collaboratively with the Deputy Pro-Vice-Chancellor (Student Learning Experience) on student engagement and communications initiatives in line with the Education Strategy.

5. To work collaboratively and seamlessly with the Director of Wellbeing and Safeguarding and the Senior Wardens to integrate academic support for students with the wellbeing and pastoral support services offered by the University in support of successful student outcomes. Maintain close and effective relationships with the Chaplaincy and the Students’ Union.

6. To have overall leadership and oversight of the provision of academic pastoral support mechanisms for students to enable them to progress with their studies. This is primarily discharged through leading and developing the Personal Tutor provision at the University,
ensuring it is a holistic approach that supports both the academic development of students and their well-being.

7. To anticipate the opportunities and challenges that delivering the Education Strategy might bring to bear on academic support processes and the student experience and to work with relevant colleagues across the University to ensure that appropriate training and development opportunities are provided to meet that need.

8. To work proactively with Faculty Senior Tutors and Senior Tutors in academic departments in the development and improvement of the Personal Tutor system, ensuring common expectations and standards but recognising the flexibility needed in different departmental contexts.

9. To administer the Dean of Students Hardship Fund in support of student cases.

10. To be the institutional point of escalation for all matters relating to concerns regarding academic progression for individual students. The post-holder will intervene in student cases where there is a serious impact or risk on academic progression; in such cases the intervention of the Dean of Students will only come into effect once Faculty, departmental and other student support service actions have been exhausted.

11. To ensure that the generic learning points from casework are disseminated back to Faculty Senior Tutors and Departments to anticipate potentially serious issues at a much earlier stage in the hope that escalation might be avoided in future cases, maintaining records and data to enable the analysis of trends.

12. To be responsible for all aspects of the annual Warwick Awards for Personal Tutoring Excellence, including its judging, award and oversight of spending of monies and dissemination of successful practice initiatives and developments across the institution.

13. To engage with the Secretary to Council, Academic Registrar and Director of Education Policy and Quality to ensure that Ordinance and Regulations pertaining to academic progression are fit for purpose and reflective of academic and pastoral support considerations.

14. Actively contribute to the University’s Quality Assurance processes, taking lead accountability for elements of assurance that relate to academic student support.

15. To contribute to the consideration of student cases under Regulations and Ordinances, where no conflict of interest exists, including being an independent colleague in broader investigatory contexts.

16. To engage in University Committees, working groups and other University activities where representation is required on academic support matters and issues pertaining to student progression.

17. To represent the University externally as required and undertake any other duties or projects as may be required from time to time.

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