

**Deputy Head of School**

**Anglia Ruskin University London, School of Accounting, Business and Law**

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| **Location:** | London |
| **Salary:** | Competitive |
| **Hours:** | Full Time |
| **Contract Type:** | Permanent |
| **Post start date:** | 1st January 2026 or as soon as possible thereafter |
| **Closing date:** | 9am Monday 10th November 2025 |
| **Interviews:** | Tuesday 25th November 2025 |

Anglia Ruskin University London offers a range of undergraduate and postgraduate courses in Business; Finance and Accounting; Hospitality, Events and Tourism; Health; and Law. We currently have over 6,000 students, located at our East London campus, very close to the East India Docklands Light Railway stop. Our National Student Survey (NSS) 2025 results were excellent, demonstrating our commitment to students and the very high student satisfaction levels.

We are now seeking to recruit an experienced, student-centred and innovative academic as a Deputy Head of School (Accounting, Business and Law). The successful applicant will be qualified to doctoral level in a relevant subject, hold a postgraduate teaching qualification and Fellowship of the Higher Education Academy. You will ideally have prior experience as Head of Subject/Department and/ or significant course leadership experience in Business, Accounting and Finance, or Law. You will be a proactive, can-do, supportive and values-led member of the ARU London senior academic leadership team and will provide sound leadership to our academic community. Responsibilities include supporting the Head of School (Accounting, Business and Law) to:

* lead, manage and develop the School to ensure it achieves the highest possible standards of excellence in all its activities;
* foster a positive and productive work environment, encouraging growth in individuals and teams, recognising positive contributions and achievements; and
* drive continual improvements in the student experience (evidenced via the National Student Survey and Postgraduate Taught Experience Survey) and student progression (evidenced in the Graduate Outcomes Survey).

ARU London offers a range of benefits for colleagues, including 25 days’ annual leave entitlement plus bank holidays, Nest pension scheme, free library services, free wellbeing services and CPD opportunities.

Suitably qualified and experienced candidates who already meet all the essential criteria noted in the Person Specification should emailaCV and cover letter (max of 3 pages), explicitly stating how you meet the essential criteria, to: **Academicresourcing@london.aru.ac.uk**). For informal enquiries, please email the Head of School, Dr Muke Ferguson: Muke.Ferguson@london.aru.ac.uk

**Job Description**

Job Title:

Deputy Head of School (Accounting, Business and Law)

Department:

ARU London School of Accounting, Business and Law

Reports to:

Head of School (Accounting, Business and Law)

Job Purpose:

The Deputy Head of School (Accounting, Business and Law) is employed to provide strong academic leadership, by working collaboratively with the other Deputy Head of School (Accounting, Business and Law), and supporting, the Head of School (Accounting, Business and Law) to:

* manage and develop the School to ensure it achieves the highest possible standards of excellence in all its activities;
* foster a positive and productive work environment, encouraging growth in individuals and teams, recognising positive contributions and achievements;
* drive continual improvements in the student experience (evidenced via the National Student Survey and Postgraduate Taught Experience Survey);
* drive improvements in graduation outcomes (evidenced via the Graduate Outcomes Survey);
* support continual improvements in student continuation and completion;
* support continual improvements in student recruitment and diversifying the portfolio; and
* actively promote diversity, equity, inclusion, professionalism and transformative change.

Additionally, the Deputy Head of School (Accounting, Business and Law) will assume line management, appraisal and workload allocation responsibilities for academics and provide strong supportive leadership to ensure cohesive and collaborative working of the School’s academic community, as a cornerstone of ensuring the continual improvement of student experience in the School. The Deputy Head of School will also be expected to undertake some teaching responsibilities.

Key Responsibilities:

The Deputy Head of School (Accounting, Business and Law) will work closely with the Head of School (Accounting, Business and Law) to:

* ensure student-centred decision-making within the School;
* deliver key objectives regarding the student experience, student outcomes and student recruitment;
* support the recruitment and selection of appropriate academics;
* welcome and deliver induction to new team members, ensuring buddies are allocated to all new academics, including Associate Lecturers;
* line manage and conduct appraisals and workload allocation of academics within the School;
* establish and maintain regular and effective communication with all members of the School;
* maintain regular and effective communication with all members of the School leadership team, including the Head of School, other Deputy Head of School and Course Directors via 1-1 meetings and School leadership team meetings;
* ensure a research-informed and contemporary approach to learning, teaching and assessment, so that modules and courses engage students in a dynamic, interactive and stimulating learning environment with constructive alignment;
* ensure that employability is fully embedded across the curriculum;
* review and monitor learning resources and materials to ensure a high-quality student learning experience;
* oversee the timely standardisation, moderation, marking, feedback/ feedforward and submission of marks;
* ensure that the student voice is promoted and encouraged within the School and that all appropriate feedback is acted upon, including ensuring the School responds appropriately to student complaints and disciplinary cases;
* maintain responsibility for business continuity and risk management of the School operations;
* represent the School effectively on relevant committees, working groups and panels, including the Faculty Education Committee and Faculty Employability Action Group;
* ensure adherence to the regulations and Codes of Practice of ARU;
* ensure that ARUL’s HR policies and procedures are implemented;
* ensure that the performance of individuals is managed appropriately via regular and clear feedback;
* ensure all colleagues have access to the necessary support to enable them to contribute fully and develop their skills and experience;
* engender and foster a culture of excellence, cooperation and respect both within and beyond the School;
* make effective use of all staffing resources;
* ensure a safe and healthy environment for both students and colleagues;
* ensure all activities are carried out to the highest possible standards and the necessary evaluation and monitoring procedures are in place to ensure both compliance and continual improvement; and
* maintain compliance with auditing, quality assurance and risk management procedures

Key Performance Indicators:

* Graduate Outcomes Survey
* National Student Survey
* Postgraduate Taught Experience Survey
* Course Evaluation Surveys
* Module Evaluation Surveys
* Student achievement, continuation, completion and progression
* Quality standards

**Person Specification**

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| **Academic/ Professional Qualifications** | **E\*** | **D\*** | **Assessed****Via\*** |
| A good honours degree or equivalent in cognate discipline  | ✔ |  | **A** |
| Master’s degree in cognate discipline  |  | ✔ | **A** |
| Earned doctorate in cognate discipline | ✔ |  | **A** |
| PG Certificate in Learning and Teaching (HE) or equivalent or willingness to achieve | ✔ |  | **A, I** |
| Fellowship of the Higher Education Academy (FHEA) | ✔ |  | **A** |
| Senior Fellowship of the Higher Education Academy (SFHEA) |  | ✔ | **A** |
| Appropriate professional qualification for subject area |  | ✔ | **A** |
| **Experience** |  |  |  |
| Successful teaching experience at higher education level involving both undergraduate and postgraduate teaching and relevant professional experience | ✔ |  | **A, I** |
| Experience of improving the student experience, evidenced in the National Student Survey |  | ✔ | **A, I** |
| Experience of improving student progression, evidenced in the Graduate Outcomes Survey |  | ✔ | **A, I** |
| Leading and managing curriculum delivery and design at module and course level | ✔ |  | **A, I** |
| Significant and relevant Course/Subject/ Department leadership  | ✔ |  | **A, I** |
| Line management and appraisal of academics  |  | ✔ | **A** |
| Delivering induction and/ or CPD to academics | ✔ |  | **A, I** |
| Using information systems such as SIMS  | ✔ |  | **A** |
| **Knowledge/ Skills** |  |  |  |
| Excellent written and oral communication skills  | ✔ |  | **A, I** |
| Excellent interpersonal and negotiating skills | ✔ |  | **A, I** |
| IT literate with a sound knowledge of Microsoft Office | ✔ |  | **A, I** |
| Ability to contribute to curriculum development  | ✔ |  | **A, I** |
| Ability to contribute to quality assurance and enhancement requirements | ✔ |  | **A, I** |
| Ability to understand and apply awarding organisation regulations | ✔ |  | **A, I** |
| Knowledge of quality assurance processes | ✔ |  | **A, I** |
| Knowledge of OfS student outcome indicators (i.e. continuation, completion, progression) | ✔ |  | **A, I** |
| Project management skills  | ✔ |  | **A, I** |
| **Personal Attributes** |  |  |  |
| Student-centred  | ✔ |  | **A, I** |
| Ability to think innovatively and creatively | ✔ |  | **A, I** |
| Ability to work co-operatively, as a leader and/or as part of a team to support colleagues | ✔ |  | **I** |
| Enthusiastic and flexible approach | ✔ |  | **A, I** |
| Ability to plan ahead and meet deadlines, sometimes under pressure | ✔ |  | **A, I** |
| Willingness to contribute to the collective life of the Faculty | ✔ |  | **I** |
| Professionalism | ✔ |  | **A, I** |
| **Other** |  |  |  |
| Understanding of the external environment in which we operate | ✔ |  | **I** |
| Commitment to own CPD  | ✔ |  | **A, I** |
| Willing and able to travel, as required | ✔ |  | **I** |
| Commitment to our Equity, Diversity and Inclusion, Safeguarding, Health and Safety, and sustainability policies and procedures and our University’s values | ✔ |  | **A, I** |
| Willingness to comply with Data Protection Act 2018 and GDPR principles/ requirements | ✔ |  | **I** |
| \*Criterion to be assessed via: A = CV and cover letterI = interview questions E\* = Essential for the role/ D\* = Desirable for the role |  |  |  |