



JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB DETAILS

Job Title:	Dean of Students
Dept/Faculty:	Senior Management Team
Location:	Royal Academy of Music, London NW1 5HT
Responsible to:	Deputy Principal
Responsible for:	Student Welfare and Support Staff, Director of Junior Academy, Head of Open Academy, Librarian, Head of ICT, Access and Participation Manager
Dimensions:	c.850 HE students, c.250 Junior Academy students
Internal/external contacts:	Principal and Senior Management Team, Heads of Programmes, Heads of Principal-Study Departments, liaison with external health and wellbeing providers, Prevent liaison, CUK Health and Wellbeing Forum

2. NATURE & SCOPE

The Royal Academy of Music is one of the world's leading conservatoires. As we approach our bicentenary in 2022 we aim to transform the way we recruit and support our students to ensure that the Academy retains its pre-eminence into its third century. The new post of Dean of Students has been created to drive forward this agenda. The Dean will be an experienced individual with an outstanding record of leadership and delivery in higher education. As a member of the Senior Management Team, the Dean will contribute to the Academy's overall strategic direction at this milestone in the institution's life and will plan and deliver a world-leading support structure to underpin an incomparable student experience. With responsibility for core learning resources, the Dean will oversee one of the world's greatest collections of musical instruments and library holdings of international significance.

3. PURPOSE OF THE JOB

The Dean of Students will hold senior managerial responsibility for student recruitment and support at the Royal Academy of Music, overseeing the potential student journey from Primary Academy through to Postgraduate studies. The Dean will develop and, in conjunction with the Registrar, manage the implementation of the Academy's admissions strategy and policies. The Dean will have senior responsibility for the delivery of the Access and Participation strategy. The Dean will ensure that the Academy's provision for supporting its students' wellbeing and learning remains world leading and develops to meet future challenges. The Dean will direct the Academy's safeguarding activities to ensure that the Academy is a safe space for all its stakeholders and at the forefront of safeguarding best practice for the entire student experience and for staff, volunteers and visitors.

4. KEY ACCOUNTABILITIES

- To contribute to the strategic and artistic direction and leadership of the Academy through membership of the Senior Management Team.
 - To work closely with senior colleagues on the development of the Academy's international strategy.
 - To develop and manage the Academy's student support systems to ensure that the Academy fulfils its duty of care to its students and enables them to make the most of their learning opportunities, thereby contributing effectively to maintaining the Academy's outstanding record in student retention and progression.
 - To oversee the development and management of the Academy's core learning resources and work with the Deputy Principal to ensure that they enable and enrich the students' education and training and the Academy's research culture.
 - As the designated safeguarding lead, to oversee and co-ordinate the Academy's safeguarding activities (including its Prevent responsibilities) to ensure that the Academy is a safe environment for all its stakeholders, including local authority liaison and reporting, where required.
 - To line-manage the Director of Junior Academy, the Head of Open Academy, the Librarian, Head of ICT, the Access and Participation Manager, and student welfare and support staff.
 - To oversee the Academy's annual programme of Professional Development events, including the short course leading to the award of the LRAM.
 - To contribute to programme delivery as appropriate.
 - To lead on areas of academic governance by chairing the following committees: Admissions Board, Bursary Committee, Student/Staff Liaison Committee, Museum and Library Committee, Access and Participation Committee.
 - To contribute to areas of academic governance through membership of the following committees: Academic Board and its Standing Committee, Equality and Diversity Committee, and through attendance at meetings of the Governing Body.
 - To be the primary Senior Management Team contact for the Student Union to ensure that the student voice is heard in strategic and operational planning and that the student body is kept abreast of strategic developments and operational enhancements.
 - To disburse monies from the Academy's hardship funds to support students in financial need.
 - To carry out any other duties as are within the scope, spirit and purpose of the job, as requested by the Deputy Principal.
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5. GENERAL

1. This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment in consultation with the post holder.
 2. All employees have a duty to comply with the Academy's published policies and procedures.
 3. The Academy is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment, in line with the Ethics and Conduct policy.
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PERSON SPECIFICATION

Job Title	Dean of Students	Grade	SMT
Department	Senior Management Team	Date	September 2019

CATEGORY	ESSENTIAL	DESIRABLE
Skills/knowledge/competencies:	<p>A musician of high artistic understanding.</p> <p>A good knowledge and understanding of the specialist HE sector in the UK and internationally.</p> <p>A good knowledge and understanding of the demands of the music profession.</p> <p>Outstanding communications skills, both orally and in writing.</p> <p>Ability to deliver strategy and success across a broad and varied portfolio of responsibilities.</p> <p>Knowledge of the Safeguarding Framework for young persons and vulnerable adults within education.</p>	<p>Knowledge of the Prevent agenda in Higher Education.</p> <p>Experience as a designated Safeguarding Officer or Safeguarding Lead.</p>
Experience:	<p>Experience of working effectively to deliver results with multiple stakeholders in a complex environment.</p> <p>An outstanding record of management at departmental level or above.</p>	<p>Experience of working with student support frameworks in Higher Education.</p>
Qualifications/Training:	<p>An excellent first degree or equivalent professional experience.</p>	<p>An excellent higher degree or equivalent professional experience.</p>
Personal Qualities/Attributes:	<p>Excellent managerial skills.</p> <p>A collaborative approach to working and strong relationship builder.</p> <p>Ability to influence and inspire colleagues at all levels.</p> <p>Resourcefulness.</p> <p>Imagination.</p>	