

# Art Academy

<b>JOB TITLE:</b>	Head of School
<b>ACCOUNTABLE TO:</b>	Creative Director (Current Principal)
<b>RESPONSIBILITY FOR:</b>	Admissions & Student Services Manager, Short Course Manager, Quality Manager
<b>HOURS:</b>	37.5 hours per week
<b>HOLIDAY:</b>	30 days plus bank holidays (Inc 5 days at Christmas)
<b>SALARY:</b>	£50,000- £60,000 Pro Rata
<b>POSITION:</b>	Permanent

## MAIN PURPOSE OF ROLE

The Head of School has strategic responsibility for leading and developing the Art Academy's art education offer, including any Higher Education or internally awarded academic programmes, its Short Course offer and its outreach work. They will ensure the Academy upholds the highest standards of teaching, pastoral care and student experience, whilst driving innovation in the Academy's curriculums, partnerships and progression. Responsible to the Creative Director, they will work with the Art Academy's executive management team to help to run the organisation and to develop and deliver a strategic vision for the Academy, ensuring that its aims, principles and charitable purpose are maintained in all its provision and decision making.

## PRINCIPAL FUNCTIONS & RESPONSIBILITIES

### Strategic Leadership

- Have oversight of the strategy and delivery of all the Academy's educational offerings, ensuring the quality of all programming and the highest possible level of support and pastoral care for its students.
- Have responsibility for the financial stability of the Academy's educational offerings, working closely with the Creative Director and Finance Director in the development of the Academy's financial strategy and in the management of the Academy's financial plan and budgets.

- Maintain a knowledge of sector developments and best practice as they relate to the Academy's educational programming communicating this to Trustees, Directors, managers and staff as appropriate.
- Lead the development of new programmes and partnerships at the Academy, in consultation with the Creative Director, as required.

### **Trustees**

- With the Creative Director and Executive Team, work with the Board of Trustees in the strategic leadership of the Academy.
- Keep the Board informed of the work of the Academy in relation to its educational programming and relevant partnerships in order that it can effectively fulfil its roles and responsibilities.

### **Academy Programmes**

- Have oversight of the Academy's Programmes and outreach work, working with the Admissions & Student Services Manager, Quality Manager and Short Course Manager to ensure the quality of provision, high standards of student satisfaction and procedural excellence.
- Work with the Admissions & Student Services Manager, Quality Manager and Short Course Manager to ensure that the vision and the aims of the Academy are maintained across all programmes at the Academy, including on validated courses.

### **Organisational effectiveness**

- Work with the Executive Team to ensure that the charitable aims of the Academy are fulfilled and that all decisions taken and procedures implemented fall within the Academy's charitable aims.
- Work with the Director of Operations to drive initiatives that contribute to long-term operational excellence and establish and enforce organisational standards.
- Be part of the Executive Team and attend monthly management meetings (Executive Team and Management Team).

### **Networking**

- Act as the figurehead for the Art Academy as an educational institution, representing it externally, delegating this role where appropriate.
- Identify networking opportunities, establish, maintain and develop effective relationships with external agencies and other stakeholders.

- With the Creative Director, continue to create and nurture networks within the arts and also locally in Southwark, with a focus on building partnerships with businesses and other organisations that can benefit the Academy and its students.

### **Strategic and Risk Management**

- Work closely with the Executive Team and Trustees on developing the Academy's strategy and business plan, and work with the Executive team to ensure the organisation delivers effectively against these.

### **Financial Management**

- Work closely with the Creative Director and Finance Director to develop and manage the financial plan and annual budgets, reporting to the Board of Trustees.
- Ensure that the delivery and expansion of the Academy's programmes is balanced with its financial resources

### **Staff Management**

- Manage the Admissions & Student Services Manager, Quality Manager and Short Course Manager.

### **Marketing**

- Work with the Creative Director and Commercial Director to oversee the production and implementation of an annual marketing plan for all the Academy's programmes.
- Work closely with the Finance Director and Academy managers to agree sales targets for all courses and ensure systems are in place to monitor and improve performance, and report this to the Executive team.

### **Fundraising**

- Work with the Academy's Creative Director to support them in all fundraising activities.

### **Academic Board**

- Chair the Academic Board, and work with the Board to oversee the Academy's programmes.

## **PERSON SPECIFICATION**

### **Essential Qualifications and Experience**

- Experience working in a Higher Education or Further Education environment.
- Experience of strategic leadership with an education or arts charity organisation.
- Experience of senior management.
- Experience of financial planning, including creating and managing budgets.
- Proficient in the use of IT systems including CRM platforms and Google Workspace (particularly Google Sheets / Excel).

### **Essential Skills and Attributes**

- Strong interest in and knowledge of fine art.
- Excellent attention to detail and organisational skills.
- Strong written and verbal communication skills.
- Effective problem-solving ability with sound judgment.
- Adaptable and flexible approach; able to work in a dynamic, evolving environment.
- Collaborative and supportive team member.
- Numerate and literate with high standards of accuracy.
- Confident, approachable and professional, with the ability to handle sensitive matters discreetly.
- Able to manage confidential and personal data securely in accordance with GDPR and institutional policies.

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### **Desirable**

- Degree (or equivalent qualification) in Fine Art or a related discipline.

