The Institute of Psychiatry, Psychology and Neuroscience

Deputy Dean of Education

Candidate Pack
January 2018
Context

Created in September 2014 by bringing together the Institute of Psychiatry and academic Neuroscience Divisions from the former Biomedical Sciences School, the IoPPN consists of nearly 300 academic staff, with an annual turnover of nearly £130m and a research turnover of nearly £64m. Given the size and scope of the School, it is organised into three major divisions – Psychiatry; Neurosciences; and Psychological and Systems Sciences.

The IoPPN is first in the world in citations in Psychiatry and Mental Health, and in the top 20 worldwide in Neurosciences and Behaviour. We are pleased to be KCL’s highest-ranking area of performance in these tables and Europe’s premier institution of its kind in scale and reputation. We are also fortunate to have a remarkable number of world-leaders in their field including six knighted scholars and several members of prestigious scientific societies and academies. This academic performance was recognized in the latest REF2014 where the IoPPN was the second most powerful unit in the UK and achieved a 100% “world leading” rating for its academic environment.

Education is central to the mission of the IoPPN. We educate undergraduate students in Psychology, Neurosciences and MBBS; teach postgraduate courses in a range of mental health, psychology and neuroscience disciplines; support the training of the largest number of psychiatrists in Europe; and host nearly 300 PhD students in different disciplines – including a large number of students from continents beyond Europe. The education portfolio generates a turnover of nearly 40m in fees and grants.

The IoPPN has placed education at the heart of its growth and expansion plans in order to fulfil the College’s growth objectives. This is manifesting itself in a number of initiatives which include:

- Introducing an undergraduate Psychology programme
- Growing postgraduate taught numbers and programmes
- New developments in UG and PG Neuroscience
- Contributing to the development of other new UG and PGT cross-faculty programmes
- Major push in international markets
- Major push into distance learning; including a highly successful Psychology and the Neuroscience of Mental Health Programme

The Dean of Education role was created at the IoPPN in 2015 as a successor to the Vice-Dean Education role at the IoP to reflect the added scope and scale of activity, responsibility for UG, PGT and PGR activity, the new governance structures, greater role in international and inter-school activities and to ensure that leadership positions at the IoPPN are consistent with similar roles across other Schools at the College. The Dean of Education plays a major strategic role in
contributing to the development and management of the IoPPN, in particular in relation to Learning and Teaching.

Given the growth in the education portfolio over the 8-9 years (from £8m to £39m), the creation from scratch of an UG programme and huge scale-up in distance-learning provision, as well as the ongoing pressure to deliver in this area, a new role of Deputy Dean of Education is now being created to support the role of Dean. The appointee will be responsible for leading on a number of strategic projects (e.g. around distance-learning; student satisfaction & TEF and student wellbeing; and internationalisation). He/she will also play a key role delivering the King’s Education Strategy locally, and will also deputise for the Dean as required. The Deputy Dean will stand in for the Dean on a number of committees and executive groups (to be determined).

The job is expected to be held by a scholar, at Senior Lecturer, Reader or possibly Professorial level, who is recognised for developing and leading educational initiatives and who has some experience of management. Strong candidates will have experience in - or be sympathetic with the culture of - a research-led university. The appointee will be expected to have independent research interests that relate to the cognate areas of the school. However, it is expected that the incumbent will give priority to their leadership role and decanal initiatives.

IoPPN Education Investments

The IoPPN has placed education at the heart of its growth and expansion plans and continues to invest in education facilities. Investments include:

- Development of the IoPPN Education Hub (£3.5m), which comprises a flexible teaching space seating 100 (more commonly used as two spaces seating 60 and 20), and three new seminar rooms, each seating c35;
- Refurbishment of the Wolfson lecture theatre and Main building reception (£0.5m); and
- Refurbishment of the IoPPN Library (£1.6m).

More recently there has been a major investment at both the Guys and Denmark Hill campuses in order to create space better suited to the needs of the Undergraduate Psychology programme. This includes refurbishment of two floors of the Nuffield Annex on the Guys campus, and refurbishment of the ground floor of the IoPPN Main Building on the Denmark Hill campus.

Feedback suggests that the new spaces have created a more modern feel and have delivered accommodation that is exciting, engaging and fit for purpose.

For more information on the Faculty, visit: https://www.kcl.ac.uk/ioppn/index.aspx
Role Outline

The Deputy Dean will assist the Dean of Education in leading and developing education, student experience and student welfare across the Institute of Psychiatry, Psychology & Neuroscience (IoPPN). The role holder will report to the Dean of Education and will work with others involved in education at the IoPPN (divisional education leads in the three divisions, heads of UG/PGT/PGR, faculty education manager and education support team), and across King's College and King's Health Partners to enhance education quality, student satisfaction and well-being. The Deputy Dean will also support the Dean of Education in attending Faculty and College committees, taking part in a range of College activities, and representing in that role when required. The role holder will hold a permanent, education-focussed, academic position in a department within the Institute and will be expected to spend a proportion of time (c. 20-40%) on scholarship and research.

The key duties and responsibilities of the role are:

- Working closely with the Dean of Education, to take full responsibility for the leadership through to delivery of certain strategic projects, e.g. distance-learning provision, student satisfaction/experience, student mental health/wellbeing, internationalisation. These projects will evolve over time based on need and the role-holder’s interests and will be decided in collaboration with the Dean of Education and the senior leadership of the IoPPN.

- To help deliver the King’s College Education Strategy locally. This will involve: Making the Denmark Hill campus better suited to teaching activity; Growing UG student numbers (especially through distance-learning and joint cross-faculty programmes, e.g. with Business and Medicine); Growing PGT numbers; and driving the internationalization agenda. The appointee will be expected to contribute to the development and delivery of an ambitious education agenda across King’s.

- To work together with the Dean of Education to maintain high standards of student experience, and to build upon successes in assessment and feedback;

- To lead and work with others in the Faculty to improve student satisfaction, and also to ensure that high levels of satisfaction with teaching and learning are reflected in student surveys;

- To develop ways of ensuring high quality assessment and feedback processes, and student satisfaction with these, across postgraduate and undergraduate programmes;

- To work with the Institute's Senior Tutor (Student Experience) and colleagues across King's to develop and implement new evidence-led initiatives promoting positive student mental health;
• To develop the provision of skills and employability across programmes of education at the IoPPN, working together with the College’s careers service and other providers;

• To assist the Dean (Education) in relation to specific matters such as complaints and disciplinary cases;

• To work with programme leaders and Divisional Education Leads to identify good practice and the application of common procedures where appropriate;

• To work with the Dean of Education and other Health Faculties to develop programmes of education provision, professional development and training for health service workers;

• To stand in for the Dean of Education on key Faculty, Health Faculties and College committees, and attend other related meetings as appropriate;

• To undertake other duties as appropriate.

Person Specification

The successful candidate will represent a good match against the following essential and desirable criteria for each category listed below:

Education/Qualifications

Essential

• Educated to doctoral level or equivalent in an area of research related to the IoPPN's academic focus (Psychiatry, Psychology, Neuroscience and mental health);

• Higher Education teaching qualification (e.g. PGCAPHE or PGCHE).

Knowledge/Skills

Essential

• Knowledge of education processes within a Higher Education environment;
• Understanding of external pressures, quality, and the requirements of TEF;
• Understanding of the relationship between research and education;
• Ability to communicate across discipline boundaries;
• Ability to initiate, encourage and lead cross-departmental/Faculty education initiatives;
• Excellent written and oral communication skills;
• Ability to work collegially to resolve problems and enhance practice.
Desirable

- A strong record of research funding and publication in an area related to mental health.

Experience

Essential

- Personal experience of teaching and learning in higher education;
- Experience of a leadership role in education (e.g., Director of Education, Programme/Course Leader, Associate Dean) or other responsibility in relation to education;
- Experience of development and implementation of programmes or advanced modules;
- Some credentials, from experience, in at least one of the following: student satisfaction/experience; distance-learning; student wellbeing/student mental health; internationalization;
- Evidence of innovation in education.

Desirable

- Experience of some general management including having responsibility for people and budgets;
- Some experience of delivering education in an international context.

Personal characteristics/other requirements

Essential

- Ability and willingness to contribute to the development and delivery of the College’s education agenda;
- An interest in furthering the interdisciplinary goals of the College;
- Ability to prioritise a busy workload, while maintaining accuracy and attention to detail;
- Ability to be both strategic and highly operational, as required;
- Excellent interpersonal and communication skills with the ability to work with tact and diplomacy;
- Ability to manage a varied workload;
- Ability to lead and inspire others;
- Ability to work under pressure and to tight deadlines;
- A commitment to issues of diversity and inclusion and widening participation.
Role Specific Requirements

Essential

• Commitment to the long-term development of pedagogical research at the College.

Desirable

• Ability to attract independent, external funds as principal investigator and contribute to successful funding applications as co-investigator in areas or for initiatives related to the role;
• An established and growing profile of high quality academic publications in recognised outlets relevant to the role.

Occupational Health Clearance

As part of our pre-employment checks the successful applicant will be sent a ‘Health and Capability Declaration Form’ and if they declare that they do have a health condition or disability that may require accommodation measures so that they are able to carry out their work comfortably and efficiently, they will be sent an Occupational Health Questionnaire to determine whether any reasonable accommodation measures are required for the candidate to take up the post.

Eligibility to work in the United Kingdom

Applications are welcomed from international candidates. The recruitment of this post meets Home Office advertising requirements that qualify the role for sponsorship under Tier 2. Consequently, if required, the university could potentially sponsor the successful candidate in applying for a visa under Tier 2 of the points based immigration system, providing all other requirements are met. Information on Tier 2 sponsorship can be found on the UK Visas and Immigration website: www.gov.uk/tier-2-general/overview

Summary of Terms and Conditions of Service

This appointment is made under the King’s College London Terms and Conditions of Service for Academic staff a copy of which is available from the Recruitment Team upon request.

Probation

36 months

Annual leave

27 working days per annum (please note the annual leave year runs from January-December); bank holidays and customary closure days are in addition to the annual leave entitlement. Staff receive four additional customary closure days in December. Notification as to how these days are taken is circulated at the start of the academic year.
Superannuation
This appointment is superannuable under the USS www.uss.co.uk pension scheme. In accordance with recent legislation, we automatically enrol our staff in a pension scheme if they meet certain age and earning criteria. This is known as auto-enrolment. The university collects pension contributions via a salary sacrifice method called PensionsPlus. These deductions are made before the calculation of tax and national insurance is calculated; therefore reducing the amount you pay.
Staff already superannuated under the NHS Superannuation Scheme may opt to remain in that scheme provided an application to do so is received by the NHS scheme trustees within three months of appointment to King’s College London. Please note that NHS Superannuation Scheme: Medical Schools are classed as “Direction Employers” and some benefits of the NHS Scheme are not available to Direction members.

Alternatively staff may opt to take out a personal pension. Please note that the university does not provide an employer’s contribution towards a private pension plan.

Staff benefits
King’s College London offers a wide range of staff benefits. For the full comprehensive list of staff benefits please refer to our website: www.kcl.ac.uk/hr/staffbenefits.

Process
Candidates who would like to discuss this role further are welcome to contact Kerry Shepherd or Efrat Danon at Minerva.

A CV and covering letter outlining how the candidate will fulfil the role and what they will bring to it, should be emailed to ioppn@minervasearch.com.

It is expected that the successful candidate will commence work in the role in Summer 2018.

Equal Opportunities
King’s College London recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the College’s commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all College members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital
status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;

- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;

- To foster good relations between individuals from different groups and tackle prejudice and promote understanding.

Athena SWAN

The Athena SWAN Charter recognises excellence in an institution’s commitment to gender equality in Science, Technology, Engineering, Mathematics and Medicine (STEMM) subjects. King’s has been a member of the Athena SWAN Charter since 2007 and gained its Bronze institutional award in 2008, and was successfully renewed in 2017 for a further three years. The IoPPN achieved a Silver Athena SWAN award in 2015.

The Athena SWAN agenda forms part of a wider suite of diversity and inclusion work streams. Working with the Charter is helping King’s to identify best practice for the working environment of all staff working in science disciplines.

Applications from women and other under-represented minorities are encouraged.

Applicants with Disabilities

King’s College London is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Recruitment Coordinator responsible for the administration of the post on recruitmentteam13@kcl.ac.uk.

Terms and Conditions of Employment

The role will attract a spot salary and other standard terms and conditions of a standard academic position at KCL.

The post-holder will be supported with appropriate administrative support and other routine expenses.
King’s College London

Please see the link below for supporting information for prospective applicants. This also includes some background information about the university including rankings, research outputs, King’s Health Partner Trusts and our current fundraising initiative. http://www.kcl.ac.uk/aboutkings/index.aspx

Contact

Minerva can be contacted as follows:

Kerry Shepherd
kerry@minervasearch.com
0203 714 3477

Efrat Danon
efrat@minervasearch.com
0203 457 4447

Natalie Chapman
natalie@minervasearch.com
0203 714 0963