

Head of School

Job Specification

Date created: May 2025

JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	Full time hours are 35 per week, Monday to Friday 10.00 a.m. to 6.00 p.m. and this role follows this pattern
Location flexibility:	<p>The place of work for this role is The London School of Architecture, 4 Beechwood Road, London, E8 3DY</p> <p>Please note occasional working at home is only possible if your environment meets certain conditions – see Appendix 1 of this Job Specification document</p>
Line manager:	Malcolm Todd, Associate Pro Vice-Chancellor (Academic)

The London School of Architecture

The London School of Architecture (LSA) offers an innovative model of architectural education, combining studio-based learning with embedded professional experience. We are a small school with a big mission, currently offering a single academic programme: a two-year postgraduate MArch in Designing Architecture. The Programme is prescribed by the Architects Registrations Board and validated by the Royal Institute of British Architects.

In May 2025, The LSA merged with University College of Estate Management (UCEM). UCEM, is a leading specialist university for the built environment, and from June 2025 will be known as the University of the Built Environment. The LSA will retain its name and distinct identity.

For the avoidance of doubt, if you are successful in being appointed to this role, you will be a UCEM employee, working within the LSA.

More information can be found in **Appendix 2** of this Job Specification document.

Role summary

The LSA recently merged with UCEM and this provides an opportunity for a leader to join us at this exciting juncture in both institutions' evolution.

You will work to ensure the continued success of the LSA's existing Part 2 (MArch in Designing Architecture) programme, to deliver ambitious planned growth, and envision further ways for the school to innovate and expand its ability to achieve its mission to widen access and participation to careers in architecture.

Building on the success of the LSA over its first decade, you will lead the school into the next stage of its evolution, with the potential to make a significant and prominent impact, not only on the architectural profession, but the wider built environment and construction industry. The merger of the LSA with UCEM offers significant potential to develop multi-disciplinary approach to learning, teaching, and research.

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Role accountabilities and responsibilities

- Lead the school to continually break new ground in supporting its students, partners, and members to shape fair and sustainable environments; generating a vision that is unique, progressive, and exciting, which staff are aligned with, students are attracted to, and partners support.
- Engage with, and promote, design excellence both within the context of the school's academic programme and within the wider industry.
- In line with university strategy, develop and deliver a rolling strategic development plan, designed to support and further develop the school's excellence in:
 - research and innovation
 - education and student experience
 - equality, diversity and inclusion.
- Represent the school in the international and national academic and practitioner communities, with the objective of promoting the school and enhancing its status and esteem.
- In consultation with the Associate Pro Vice-Chancellor (Academic), work with the Senior Leadership Team to foster an environment and culture that delivers excellence in all activities and:
 - enhance the school's distinctive reputation for architecture
 - strengthen the University's sector-leading position for education and student experience
 - invest in all staff and their career development via training and through annual Performance and Development Review (PDR)
 - promote collaborations in research & innovation and teaching & learning, leading to outstanding partnerships which deliver social, economic, and cultural prosperity
 - foster an inclusive and fair environment for all staff, students, and visitors
 - promote a collegial approach to delivering success.
- Working with other University professional services colleagues, exercise ambitious standards of skill and care in managing the school's finances, its organisational structures, resource allocation and deployment, staff development arrangements (including PDR and promotion), reward & incentive mechanisms, and risk management.
- Agree the resources for the school as part of an annual budget setting process, and then work within the approved school budget, devising proper arrangements for the management of resource. Delegate authority for the day-to-day management of budgets, but retain responsibility for them.
- Represent the school at University decision making bodies.
- Chair appointment panels for appointments within the school and serve on other appointment panels as needed.
- Be responsible for performance management of staff, implementing the University's procedures and processes as appropriate.
- Undertake appeals/grievance/disciplinary processes as needed.
- Contribute a school perspective to the collegial development of the University.
- Pursue your own research, scholarship and teaching and contribute to the school's research and teaching programmes.
- Engage in training programmes in the University, consistent with the needs and aspirations of the post holder and the University.
- Be responsible for health and safety within the school. Implement the University's health and safety management systems and policies and ensure effective arrangements regarding employees.

Line management responsibility:	YES
Budget responsibility: to be agreed	YES
<u>In this role you will liaise with:</u> Associate Pro-Vice Chancellor, Pro Vice-Chancellor, Deans, Heads of School, Associate Deans, Relevant professional bodies	

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Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
Degree or equivalent qualification in a relevant field	X		X		
Postgraduate qualifications		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Leading a small to medium size faculty, department, academic institution, and/or equivalent experience in practice	X		X	X	
A deep understanding of architectural education, having studied and taught architecture	X		X	X	
Operating in a regulated environment, particularly in Higher Education and with reference to architectural practice	X		X	X	
Proven success in articulating clear and exciting strategies, enthusing stakeholders and partners	X		X	X	
Professionally and publicly recognised within a large professional network	X		X	X	
Experience in architectural practice		X	X	X	
Fostering a culture of excellence, co-operation, and respect, driving a commitment to equality, diversity and inclusion for all students and staff both within and beyond the school	X		X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Ability to work with other key stakeholders to ensure health, safety and welfare, EDI and sustainability considerations are designed into all aspects of school decision-making and discussions	X			X	
Ability to foster collaborative relationships (internally and externally) with key stakeholders and partners in teaching, research, and knowledge exchange	X			X	
Digital skills: We use MS Office which includes Teams, Outlook, Word, Excel, and PowerPoint	X		X	X	
A confident communicator, both verbally and visually, who can develop, articulate and sell the school's strategy in written form and in presentations	X		X	X	

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Passionate about design and able to engage with and promote design excellence	X			X	
A strong and motivating leader working collegially within the University	X		X	X	
Strong organisational and time management abilities	X			X	
Enjoys being stretched in a demanding role, able to manage competing priorities, and must be willing to get involved in delivery as well as providing oversight and leadership	X			X	
An established networker who can bring in new contacts and ways to develop partnerships	X			X	
Positive, solution-oriented, agile, and emotionally resilient	X			X	
Driven to deliver the best academic and pastoral experience for our student body	X			X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
Committed to increasing access to higher education and transforming architectural education	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health and Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	
Business travel as required	X			X	

PAY AND BENEFITS

- Salary range £70,000 to £90,000 per annum.
- 26 days paid holiday (rising to 28 with service) **plus** paid bank/public holidays **plus** up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme, as well as the Thrive Mental Wellbeing app. Several UCEM employees are trained Mental Health First Aiders and can support staff.

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- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.
- Private medical insurance (single membership).

On the Join the team page of our website, you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

IMPORTANT! All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application. In addition, if you apply for this job on the recommendation of an existing UCEM employee, please make sure to mention their name within your application.

To apply for this role, please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed **Recruitment Check Form** which is available from the *Current vacancies* page of our website.

The above items constitute a **complete** job application.

*We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable university. We recommend you visit our website to find out more about our **Sustainability Strategy**: <https://www.ucem.ac.uk/sustainability/>

NO AGENCIES: We are not using agencies for this vacancy, and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Malcolm Todd on 0118 467 2147 or email m.todd@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2454 / 2433 or email recruitment@ucem.ac.uk

Closing date and next steps

Friday 27 June 2025 at noon, however we will be reviewing applications as they arrive, and you may be invited to interview prior to the closing date.

Interview details

Dates for final interviews will be advised to you later in the process.

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Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Method. The interview process will be a combination of remote interviews via Zoom or Microsoft Teams, and in person interviews carried out at The London School of Architecture, 4 Beechwood Road, London, E8 3DY.

Format. There will be three stages:

- The first stage will be a 20 minute presentation to the LSA's network members, staff and students.
- The second stage will be Q&A with UCEM's Vice Chancellor.
- The third stage will be a Q&A and 10 minute presentation with senior members of the Academic and HR teams, which will include a member of the Senior Leadership Team and Executive Team.

Equality, diversity, and inclusion

Here at UCEM we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

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Appendix 1 – homeworking environment

UCEM is a **flexible employer** and flexibility is built into different places of work location. As such, it is reasonable to ask employees to adhere to some **general principles and ways of working**, in order to make sure flexibility offers value to everyone, including UCEM.

In addition, if all or part of your working week involves working at home, your home environment must meet certain conditions. Otherwise you will be required to work in the office at Horizons.

General principles

- All employees regardless of place of work will be required to take an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work.
- All employees must adhere to UCEM IT Security and Data Protection policies in their place of work.
- All employees will be expected to be accessible to colleagues during their normal working hours and ensure their Outlook Calendars reflect the accurate place of work.
- All line managers will be expected to be accessible to their team and will be responsible for ensuring the performance of their team.

Remote (Home) requirements and conditions

- Where your place of work involves working at home, you must have suitable conditions in which to work.
- As a minimum, your UK home location must be able to accommodate the UCEM technology and equipment. What this means in practice is that you must have sufficient space in which to house the technology and equipment safely and securely.
- In all cases, UCEM technology and equipment can only be handled and used by you, the employee. It must not be accessible to any other household member, at any time.
- When you are working remotely as part of the DSE assessment, you will be required to provide evidence that your working environment meets DSE requirements, such as providing a photo of your workstation setup.
- You must also provide a secure and reliable internet connection which allows you to work as effectively as if you were in Horizons, **including undertaking video and audio calls and connecting permanently to the VPN.**
- In the case of known broadband outage you should plan to work at Horizons or elsewhere – noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- For the avoidance of doubt, the provision of the required broadband, will be self-funded.
- It is expected that you will house technology and equipment at a suitable work desk, which gives you the space needed to work safely and confidentially. This space in your home must be away from other household users, such as space in a room which is not frequented by other household members.
- Your work environment must remain professional at all times. This means you must be able to work remotely without interruption from household members and noise, and your surroundings should mirror what an office environment would look like (clean/tidy, free of clutter and distractions).
- It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work at any location other than Horizons.

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Appendix 2 - The London School of Architecture

Founded in 2015, The London School of Architecture was the country's first new independent architecture school for over 150 years. The LSA was set up as a positive and proactive response to issues in higher education that led to fewer students completing or continuing into the architectural profession. The ambition was to create a distinctive new model of architectural education that resulted in the greater engagement, and retention, of talented students from all backgrounds and financial means, underpinned and enabled by a professional Practice Network and focussing the school's teaching on built environment industry and community-led thinking.

The LSA's vision is that people living in cities experience more fulfilled and more sustainable lives. Our mission is to continue to be the route of choice for talented students from across the whole of society by addressing barriers to the profession and construction industry. Our students are both critically engaged and highly employable.

Our highly regarded Part 2 (MArch in Designing Architecture), which currently has 122 students, is undertaken alongside a paid in-practice placement through the school's established Practice Network of more than 300 architectural firms. The programme has secured recognition from the Architects Registration Board and the Royal Institute of British Architects at Part 2 level. Registered with the Office for Students, our students have full access to financial support from the Student Loans Company.

After ten years, the school is in the process of becoming part of the University College of Estate Management, realising our shared vision to foster a fellowship of built environment professionals working collectively to shape an accessible and sustainable industry. This alliance will redefine a sustainable model for the LSA, strengthening and securing the quality of the teaching, and ensuring that our diverse student body remain critically engaged with practice as they earn while they learn.

As part of UCEM, the school plans substantial growth over the next five years, with a Part 1 programme/Level 6 apprenticeship programme in development, and the potential to open new schools to expand the LSA educational model to underserved regions.