

Recruitment Profile

Job Title: Head of School

About the Job

Summary of Roles and Responsibilities

The role of Head of School is to work with and support the NHS England Postgraduate Dean in leading the delivery of a wide range of functions, aligned to the NHS England mandate.

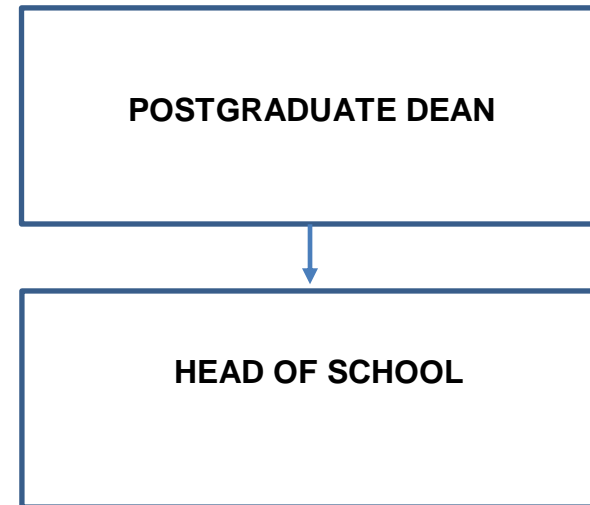
The Head of School is professionally and managerially accountable to the Postgraduate Dean. The Head of School will focus upon improvement of learner supervision, assessment and experience, engagement of faculty and ensuring effective educational outcomes, both now and in the future. The role is evolving and will also focus on whole workforce transformation and developing multi-professional links as well as innovative ways of curriculum delivery and workforce well-being strategies.

To support the Postgraduate Dean, Heads of Schools work across the spectrum of health and where relevant, social care, within the context of a team, so that the provision of education reflects changing service models. This will deliver an integrated workforce comprising individuals from a spectrum of professional and other backgrounds.

The Head of School will be expected to meet the challenges of leading the School and Education Providers to deliver the changing curricular in an evolving service landscape.

Although the key role is to lead and develop the Postgraduate School of Paediatrics all senior clinicians within NHSE (NHS England) may have wider roles and projects as agreed with the Postgraduate Dean.

Organisational Structure



Leadership

To work with the Postgraduate Dean:

- To provide effective clinical leadership, contributing to the strategic development of NHSE.
- To contribute to the vision of the local NHS and to enhance patient care by providing leadership and direction with respect to the quality of education and training.
- To be an advocate and a positive role model on behalf of NHSE, by promoting leadership that inspires, motivates, and empowers all staff, and demonstrating the values of the NHS.
- To work on behalf of NHSE, providing expert advice on specialty-specific matters.
- To work locally with key groups and stakeholders, to attend and host events across the regions, to develop key liaisons and to ensure effective local engagement and responsiveness in line with the culture of NHSE.
- To review how multi-professional healthcare teams interact and identify opportunities for different healthcare professions to work more effectively together through education and training.
- To work with providers and others to support and capture innovation locally and ensure national and local conversations develop 'best practice.'
- To manage the work of Training Programme Director(s) and other clinical faculty to ensure appropriate systems for assessment, rotational management, revalidation, trainee supervision and support and other functions within the School.

Corporate leadership

- To ensure delivery of the specialty-specific aspects of the NHSE mandate through local initiatives and programmes.
- To work with Postgraduate Deans to develop further consistency and commonality across education and training in England.

Quality and safety

To work closely with Postgraduate Deans to implement the NHSE Quality Framework and:

Education and Training Quality Improvement and Performance

- To emphasise the importance and promote the development of a quality learning environment for all learners.
- To support Postgraduate Deans in meeting all NHSE statutory requirements.

Patient Safety and Healthcare Quality Improvement

- To assist in the development of quality processes which are complementary across the healthcare workforce.
- To support the use of clinical skills training and simulation (where appropriate/applicable), stressing the importance of teamwork and human factors.

<p>Involvement in Programmes and Projects</p> <ul style="list-style-type: none"> To promote or lead work programmes on behalf of NHSE that support local and national developments and initiatives. 	
<p>School Programme Management</p> <p>To oversee School programme management with the operational PGMDE (Postgraduate Medical and Dental Education) programme teams and advise Postgraduate Deans on the following matters:</p> <ul style="list-style-type: none"> Specialty-specific matters and trainee/trainer concerns; Recruitment to training posts and programmes; To use our educational resources to support learners within programmes to achieve their full potential. Postgraduate programme management, including assessments, progression, rotations (to ensure Code of Practice compliance), support and remediation, OOP management, trainee management, careers support, less than full-time training, inter deanery transfer, academic training, and other related work-streams. Appraisal of TPDs (Training Programme Directors) Attendance Head of Schools meetings <p>To oversee the School structure and relevant School meetings within the structure.</p>	<p>Educational and Workforce Development</p> <p>To advise and support the Postgraduate Dean in educational and workforce development elements, including:</p> <p>Professional Development of the educational faculty</p> <ul style="list-style-type: none"> To support compliance with requirements particularly regarding the supervision and support for trainees and learners. To identify learning needs and support provision of educational appraisal, educator development and resource for faculty, trainees, and learners. To create and promote shared learning opportunities to increase effective inter-professional working across the School. <p>Intelligence Support/ provision</p> <ul style="list-style-type: none"> To ensure local intelligence processes inform quality management processes. To engage with information systems (trainee database, post establishments). <p>Strategic Workforce Development and Commissioning</p> <ul style="list-style-type: none"> To contribute to workforce planning, ensuring clinical engagement with local and national workforce planning processes. To develop educational programmes where needed to support achievement of curriculum competencies, engaging with commissioning processes as required. To identify and support the implementation of alternative workforce solutions within the School. To advise the Postgraduate Dean on commissioning and decommissioning activities.

<p>Finance</p> <ul style="list-style-type: none"> • To engage with business planning processes and associated School budgets as needed. • To ensure compliance with procurement requirements 	
<p>About Us</p> <p>NHSE provides leadership for the education and training system. It ensures that the shape and skills of the future health and public health workforce evolve to sustain high quality outcomes for patients in the face of demographic and technological change. NHSE ensures that the workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and drive improvements through supporting healthcare providers and clinicians to take greater responsibility for planning and commissioning education and training.</p> <p>Our ambition is to be the best organisation of our type in the world by living our values every day.</p> <p>Our Core Values are that everyone feels valued and respected and are included and involved in everything that affects them; are trusted to make decisions with clear reasons in order to be empowered to deliver; are committed to clear, effective communication, which is transparent and open when sharing information; takes pride and has integrity in everything we do and recognises that everyone has a significant contribution whilst taking personal responsibility and accountability for actions and behaviours.</p>	

Recruitment Profile

About You

This section details the personal attributes we require for this role. If you feel these describe you we would welcome your application

Behaviours and Values

- A transformation leadership style
- Ability to make decisions autonomously when required on difficult issues
- Management of transformation and change
- Sensitivity, tolerance, and acceptance of criticism
- Perform all duties in a manner that supports and promotes NHSE commitment to equal opportunities
- Conduct all duties in a manner that safeguards the health and safety of yourself and your colleagues, trainees, and staff. Note the special responsibility as a manager for assessing and minimising risks to staff.
- A continuing quest for personal and professional development
- An academic interest in training and education across primary and secondary care

Skills and Abilities

Demonstrate:

- Demonstrable leadership skills and an ability to influence and motivate others
- A powerful sense of vision and ability to innovate
- Politically astute with an ability to sensitively manage complexity and uncertainty
- Ability to problem solve and maintain objectivity
- Strong interpersonal, communication, written and presentation skills
- Ability to quickly establish personal and professional credibility with colleagues and other key stakeholders
- Excellent organisational and time management skills
- Committed to own personal development and an ability to support others to develop and progress

Experience and Knowledge

- Considerable experience of working with learners or doctors in training in an educational context
- Experience of clinical and educational leadership and innovation, including managing a multi-professional team
- Demonstrable track record of delivery in service and education
- Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies
- Understanding of the workforce transformation agenda
- Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years
- Active involvement in, and up to date with, appraisal processes
- Knowledge of the NHS, its structures, and processes, including an understanding of healthcare/multi-professional workforce matters
- Applicants who are doctors require a Licence to Practise

Qualifications and Training

- Primary clinical healthcare qualification
- Membership/Fellowship of a College, Faculty, professional association and/or regulatory body
- Attendance at courses aimed to support educational development (example: educator courses, Train the trainer, etc)

Expected Outcomes

About your role This section details the outcomes and deliverables that would be expected from the role	
Engaging People/Key Working relationships	Delivering Results/Functional Responsibilities
<ul style="list-style-type: none"> • Postgraduate Dean • Local Director • Staff at all levels across the geographical area covered by the local and regional offices • Associate and deputy deans • Operational PGMDE Programme staff • Training Programme Directors and clinical faculty • Other Heads of Schools/Foundation and GP School Directors • Royal Colleges and Faculties • Professional and regulatory bodies • Wider Stakeholder Network • Local Medical and Dental Schools • Providers and commissioners across the region • Directors of Education • Higher Educational Institutions 	<ul style="list-style-type: none"> • Ensuring high standards of education and training as defined by the General Medical Council and other national bodies with respect to training posts and other educational programmes in NHSEnw • Commitment to national vision, policies, and processes for effective educational quality management • Ensuring that objectives are met within budget and proportionate contribution to budget savings when required • Ensuring that Code of Practice Guidelines are met • Giving accurate guidance to trainees on OOP / IDT's / LTFT / Acting up applications
Leadership and Management <ul style="list-style-type: none"> • Leading on all TPD activities across the region • Ensuring that trainee rotations and placements are managed in accordance with Code of Practice guidance 	

Benefits Information

About the Benefits

This section details the benefits of working for NHSE

12What is great about this post?

- An opportunity to contribute to the medical workforce of the future
- Gaining a different perspective of the NHS by working for NHS England
- Managing and working with a motivated team of educators and administrative staff.
- Positively contributing to the quality of care given to patients by ensuring excellent training is delivered in the NHSE NW

What are the terms and conditions?

As an NHS employer the following terms and conditions apply to this post: -

Salary	In line with the HOS payment schedule
Location	Based on your permanent place of work, visits to NHSE NW and other venues across the region for education and training events will be required
Hours of Work	12 hours per week (3PA)
Permanent, Fixed Term or Secondment	Secondment
Leave and Bank Holidays: As per your permanent contract of employment	
Pension: As per your permanent contract of employment	

What other opportunities are available to me?

We'll be committed to your training and development from day one. When you join, you will receive an induction and have the opportunity to attend a variety of skills-related courses, some of which may be on-line. Our learning and development strategy includes all the ways that we can support you to 'shine' and excel in your role and is open to our staff at every level in our organisation. It also includes Leadership and Management development and provides the opportunity to apply for funding to support personal development activity.

Other useful information

Your essential role will indirectly contribute to saving and improving people's lives.
Job-sharing and part-time working is welcomed. Please indicate this on your application form.
We are committed to implementing reasonable adjustments for people with disabilities.
If you are successful, you will be issued with a contract of employment which will include a full statement of the terms and conditions of service and Job Description