



## **Appointment of Academic Director Information Pack**

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Spurgeon's College  
189 South Norwood Hill, London SE25 6DJ

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## Academic Director Information Pack

### 1. Foreword

### 2. The College

### 3. Vision and Values

#### 3.1 Our Mission

To train men and women for Christian mission, ministry and leadership in the contemporary world.

#### 3.2 Our Vision

The College draws its vision from three sources:

a. *A confessional foundation* – established by CH Spurgeon in 1856 as the Pastors' College, Spurgeon's College is a Christ-centred, evangelical college in the Baptist tradition, engaged in biblical and theological education.

b. *A formative ethos* – this flows from our life as a community that meets daily for worship, where preparation for Christian service is enriched by the practice of gathering daily as a community to glorify God, who is Father, Son and Holy Spirit.

c. *A geographical location* – the College is intentionally London based, with a national focus and a global reach.

The College Vision for the next ten years is:

- To cultivate a creative learning environment allowing every student to develop spiritually, academically, emotionally and socially.
- To deliver a relevant, structured curriculum tailored to training men and women for mission, ministry and leadership for all who wish to deepen their understanding of the Scriptures and theology.
- To develop the College's position, in the global and diverse city of London, as a research-led, experience-based, centre of excellence delivering positive outcomes for students.
- To maintain the highest professional and ethical standards in every area of College life.

### **3.3 Our Values**

As a Christian Higher Education Theological College our values are directly drawn from and aligned with biblical principles. In particular:

- We believe in the inherent moral equality, dignity and worth of every individual.
- We value the unique distinctiveness of each member of the College community.
- We celebrate the richness of being a diverse and inclusive community.
- We believe that as a community meeting daily for worship we must be careful to listen to God and discern his will and purpose.
- We will promote the general wellbeing of all members of the student community and College staff.

We are committed to assisting every student in reaching their potential.

## **4. Job Description**

The College is looking to appoint a dynamic Academic Director to provide academic management and leadership within the College, especially as it seeks university title. The Academic Director will be responsible for delivering academic enhancements that build on our national and international reputation in theological education and across an expanding higher education provision. Working with other members of the Senior Management Team (SMT) the Academic Director will play a key role in the College's developing role as it exercises its awarding and validating authority.

The Academic Director, working with the Head and Deputy Head of Institute, will be responsible for the quality and standards of higher education (HE) and non-HE programmes and create an excellent student experience across all disciplines in these programmes. Ensuring a strong focus on student attainment for all students in recognising our diverse student population.

By forging strong partnerships within higher education in the UK, particularly with regard to the provision of theological at university level, the Academic Director will optimise and realise opportunities for growth. The successful candidate will champion the transformational impact that education and knowledge can have on individuals, communities and society, and ensure that the College's mission is at the heart of everything Spurgeon's is and does.

### **4.1 Responsibilities – oversight of the academic team and College programme**

- Establish and agree, with Senior Management, the overall strategic direction and structure of educational provision
- Line-manage academic and professional staff
- Working in collaboration with colleagues to set the annual academic programme and associated resource allocation.
- Provide leadership and oversight that results in enhancing institutional effectiveness.

- Lead the process of continuous improvement of all activities and programmes to ensure excellence of education provision at the College
- Provide the academic lead as a decision maker and sounding board.
- Direct and contribute to the continuing professional development of staff
- Participate and advise on various key academic meetings such as the Academic Board and Examination Board.

#### **4.2 Responsibilities – Collaboration Partnerships**

- To be the primary academic link with The Free University of Amsterdam (VU).
- Foster excellent partnership relationships, being responsive and proactive with partners.
- Keep up-to-date with developments in the higher education sector and respond accordingly.
- Ensure the academic staff team are meeting the requirements and standards for an institution with university awarding and validating powers.
- Review as, required collaborative validation partnerships, provide academic advice on prospective validation partners and engage with the VU.
- Lead on or direct others in all aspects of reporting to the VU.
- Take such other actions as support and maintain a professional relationship with the VU.
- Lead on Periodic Reviews (internal and with validated partners).
- Manage the Head of Validation

#### **4.3 Responsibilities – Academic Director, leadership and College bodies and other**

- The Academic Director will undertake appropriate teaching at undergraduate and postgraduate levels as is agreed with the post holder.

*In general, tutors are required to fulfil those duties ‘such as are normally associated with those of a member of the teaching staff and include taking a full part in the wider vocational and ministerial training offered by the College and such other duties as may from time to time be reasonably required of you as necessary to meet the needs of the College’.*

- As a member of the College Senior Management Team, contribute to the ongoing leadership of the College and overall strategic direction.
- Represent the College in a variety of settings.
- Take part in various decision-making bodies such as the Board of Governors and College Council meetings.
- Supervise postgraduate students for higher degrees as appropriate.
- Be involved in the College’s programme of staff development and review.
- Chair the Pre-Progression and Progression and Award Board
- Provide academic input and guidance on Validation Panels

##### *Responsibilities – College bodies*

- Member of SMT
- Attend Board of Governors meetings
- Academic Board
  - discuss agenda with Registrar and Principal
  - attend Academic Board

- Academic Quality Assurance Committee (AQAC)
  - prepare agenda with Registrar
  - attend AQAC
- Postgraduate Programmes Committee
  - discuss agenda with Director of PG Studies
  - attend Postgraduate Programmes Committee
- Undergraduate Programme Committee
  - discuss agenda with Director of UG Studies
  - attend Undergraduate Programmes Committee
- Attend Staff-Student Liaison Committee

*Responsibilities – Budgetary*

- Allocate annual budget for employment of associates
- Approve requests for academic staff expenditure (e.g. conferences) and expenses claims (including of online tutors/associate staff)

*Responsibilities – HE teaching programmes – current*

- Liaise with Director of Post Graduate Studies (DoPS) in allocating supervisors for postgraduate dissertations
- Review and update programme handbooks annually (with input as required from undergraduate and postgraduate Directors)
- Assemble and check updated unit descriptors annually
- Liaise with tutors over revised assessment proposals

*Responsibilities – Policies / public information*

- Review and update academic regulations, policies and procedures as required, with Principal and Quality Manager
- Ensure academic information on Moodle and website is accurate and up-to-date (with Quality Manager)

*Responsibilities – Compliance / Monitoring*

- Scrutinise and approve applications for AP(E)L
- Check and sign off Annual Monitoring Forms
- Approach potential External Examiners and prepare nomination forms
- Induct new External Examiners (with Registrar)
- Liaise with External Examiners as required over new assessment proposals and any other matters requiring their judgement
- Receive External Examiner reports and write College responses
- Attend UoM Academic Panel twice-yearly (during the remaining teach-out phase)
- Work with the Principal and Quality Manager to create new university policies for institution
- Work with the Principal and colleagues to secure Research Degree Awarding Powers

## **5. Person specification**

This is a senior leadership role in a theological college that has secured the awarding and validating powers of a university up to and including Master's Degrees. The Academic Director will need exceptional leadership skills, proven management experience at a senior level, ability to guide junior colleagues, empower and motivate others. This role cannot be done without effective attention to detail and the drive to deliver projects as planned, on time and budget. This will require the ability to effectively delegate appropriately to others and requires mature interpersonal, influencing and enabling skills. A high level of emotional intelligence is needed along with resilience, perseverance, integrity and the ability to handle a diverse and at times demanding workload.

The person we are looking for will have the following attributes:

## **5.1 Qualifications**

### **Essential**

- An accredited undergraduate or postgraduate degree.
- An accredited doctorate.
- Evidence of further academic achievement, including published works.

### **Desirable**

- Training in business and/ or leadership i.e. MBA, Diploma in Management or the like.

## **5.2 Faith and Spirituality**

### **Essential**

- Strong and mature personal Christian faith lived out in a way that will enhance the reputation and standing of Spurgeon's College and is a model to others.
- Member of a Christian church that is part of a Christian denomination in membership with Churches Together in the British Isles (CTBI) or an evangelical grouping such as the Evangelical Alliance (EA).
- Able to affirm the Basis of Faith of the Evangelical Alliance, and be in sympathy with the Declaration of Principle of the Baptist Union of Great Britain.

## **5.3 Personal Experience and Competencies**

### **Essential**

- Proven leadership and management experience in higher education
- Experience in teaching at both undergraduate and postgraduate levels.
- Experience of working with a partner validating university and associated requirements.
- A record of academic achievement exemplified by qualifications, research, publications and speaking.
- A commitment to research, writing and speaking.
- Leading, mentoring, supporting, guiding and enabling others in the workplace.
- Ability to give/ receive professional direction, seeking and applying best practice and demonstrating a track record of effective collaborative team working.
- Familiarity with and commitment to working in a multi-age, multi-cultural environment, and sensitivity to working with different theological perspectives and ecumenically.

## **Desirable**

- Knowledge of Higher Education regulation and regulatory bodies such as OFS, QAA and HESA, including a track record of working successfully with these bodies, and of Higher Education reporting in general.
- A creative approach that encourages original ideas, initiative and innovation in others.
- Experience of providing research supervision.

## **5.4 Skills and Abilities**

### **Essential**

- Strong intellect and well-developed problem solving skills, evidenced by a strategic outlook and ability to discern and respond to changing circumstances.
- Excellent influencing, communication, networking, negotiating and enabling skills.
- Engaging preaching, teaching and presentational skills.
- Strong organisational and analytical skills, able to manage time effectively and meet deadlines.
- Ability to work well and respond positively to pressure, demonstrating resilience and effectiveness.
- Competent use of MS Office (MS Word, Excel and PowerPoint).

### **Desirable**

- Involvement in local church or wider denominational leadership.
- Experience of charity governance and leadership, possibly as a charity trustee.

## **6. Terms and Conditions of the Appointment**

The role at Spurgeon's College will be offered on a permanent basis.

**6.1 Salary:** The salary, which is subject to annual review, will be circa £51,500 per annum.

**6.2 Pension:** The College offers a defined contribution pension scheme, to which both the College and individual staff members contribute. Details will be provided on request.

### **6.3 Annual Leave**

You will be entitled to 30 days' holiday with pay in each holiday year, plus public holidays.

### **6.4 Research Leave**

You will be granted research leave for a period of up to three months after four years of continuous service, subject to agreement with the Governors and the needs of the College.

### **6.5 Location**

Your normal place of work will be Spurgeon's College, South Norwood Hill, London SE25 6DJ (minimum of 4 days per week).

### **6.6 Permission to Work in the UK**

You will be required to have the normal eligibility requirements to work in the UK or an appropriate work permit if you are a non-EU citizen.



## **6.7 Equal Opportunities Policy Statement**

Spurgeon's College is committed to securing equality of opportunity in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities. For this purpose, all applicants will be asked to answer Equal Opportunities monitoring questions as part of the recruitment and appointment process.

There is a Genuine Occupational Requirement that the Academic Director is a Christian. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

## **7. How to Apply**

Your application should include:

- A letter of application of no more than two A4 pages outlining your suitability for the post and in particular addressing the requirements of the Job Description and Person Specification. As an internal recruitment process, and given your knowledge of the College, please also include details of how you would fulfil the role and organise the academic staff team at the College.
- A current CV giving details of higher education and/or professional qualifications and employment history.

Applications should be sent by email, in confidence, to: [p.mccormack@spurgeons.ac.uk](mailto:p.mccormack@spurgeons.ac.uk)

**The closing date for applications is 12 noon on Friday 12<sup>th</sup> April 2024.**