HEAD OF VALIDATION

Managing, growing and implementing strategic academic collaborative partnerships validated by Spurgeon's College

Introduction

Spurgeon's College (the College) is an evangelical college established in 1856 by Charles Spurgeon. As a confessional college, it is committed to studying and understanding the gospel of Jesus Christ as witnessed to by the Scriptures, and the challenges of the world in which this gospel is to be proclaimed. In doing this it combines classical and contemporary emphases in theology and ministry in serving the Church. The College's core activity is training men and women for Christian mission, ministry and leadership in the contemporary world.

The strategic intention of the College is to apply for university title. **Our goal is to become the first Baptist evangelical university in the United Kingdom.** We have already achieved a major component in this process by achieving **Full Degree Awarding Powers in June 2022**, which means we have the power in UK Law to grant taught academic awards up to and including Level 7 Master's degrees and the power to authorise other institutions to grant degrees in its name. The Power to Award Degrees etc. (Spurgeon's College) Order 2022 (legislation.gov.uk) This in effect, means that the College has achieved the awarding and validating powers of a university.

The College intends to actively use its awarding and validating powers to:

1. Design, develop and validate new undergraduate and postgraduate degree programmes primarily in the humanities and social sciences;

2. Seek to **secure the provision of theological education in the UK**, at university level, by becoming a validating partner of choice for theological colleges. In May 2023, the College validated its first collaborative academic partner.

As an 'in prospect' evangelical university with a passion to grow **confident, capable, changemakers,** the College recognises that the Christian community is rich and diverse in the UK and around the world. Consequently, the opportunities to support the provision of theological education may eventually extend beyond the UK. The College recognises that it is a custodian of powers to support the provision of theological education and is committed to discharging its responsibility with due diligence and professionalism.

In September 2023, the College was awarded triple gold – the highest accolade possible – in the latest Teaching Excellence Framework (TEF 2023). The announcement places **Spurgeon's College in the top 26 universities and colleges in the UK who have been awarded triple TEF Gold**, alongside Oxford and Cambridge.

The Office for Students (OfS) encourages Higher Education institutions to improve and deliver excellence in the areas that students really care about: teaching, learning and achieving positive outcomes from their studies. One encouraging aspect of this award is that this **TEF award is for four years.**

Vision and Values

Our Mission

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

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.

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.

Job Description

Spurgeon's College is looking to appoint a **dynamic Head of Validation to provide management and active delivery of our validation processes** as they pertain to programme design, development, academic validation and managing the College's approach to collaborative partnerships (validation and franchise). Working closely with the College's Senior Management Team (SMT), the Head of Validation will play a key role in ensuring that the College's new academic programmes are **project managed to successful completion** and the 'in prospect' and potential academic collaborative partnerships are project managed to successful implementation.

The Head of Validation, working with the Vice-Chancellor and Deputy Vice-Chancellor, will be responsible for the active oversight of the quality and standards of higher education (HE) and non-HE programmes offered by collaborative academic partners. The Head of Validation will ensure that every new academic programme designed, developed and validated by the College will meet the very demanding standards of our Programme Approval Process. Including a strong focus on student attainment for all students in recognising our diverse student population.

Under the direction of the Vice-Chancellor and Deputy Vice-Chancellor, **the Head of Validation will play a critical role in forging strong partnerships within higher education in the UK,** particularly with regard to the provision of theological at university level. The Head of Validation will optimise and realise opportunities for collaborative growth.

Responsibilities

- Manage the validation processes for all HE and non-HE programmes and courses
- Successfully manage the design and development of all HE and non-HE programmes and courses, as approved by the SMT
- Assist, co-ordinate and facilitate programme working groups in their design and development of all HE and non-HE programmes and courses, as approved by the SMT
- Secretary to the College's Validation Panel
- Assist, co-ordinate and facilitate the establishment of academic collaborative partnerships
- Manage and oversee the work of the College's Link Tutors
  - Ensure that the required collaborative partner reports are received on time
  - Be the initial point-of-contact for all curriculum modification requests from collaborative partners
- Manage the emerging Academic Partnership Section as it grows and develops

- Act as the institutional point of contact between the College and each collaborative partner
- Secretary to the College's Collaborations Committee

Responsibilities – College Bodies

- Secretary to the College's Validation Panel
- Secretary to the College's Collaborations Committee
- Member of the College's Academic Board
- Facilitate the Programme Approval, Revalidation & Review Working Groups
- Member of the Postgraduate Programmes Committee
- Member of the Undergraduate Programmes Committee
- Member of the non-HE programmes Committee
- Attend the Teaching Staff meetings
- Member of the Deputy Vice-Chancellor's management group

Responsibilities – Policies / public information

- In collaboration with the College's Quality Manager, ensure that the College's policies and procedures for collaborative partners reflect the nature of the academic validation partnership
- Draft new academic policies, as directed by the Vice-Chancellor and Deputy Vice-Chancellor, in regard to: 1. new programmes; and 2, new collaborative partners (as necessary)

Responsibilities – Compliance / Monitoring

- Receive Annual Monitoring Forms from collaborative partners
- Review and prepare a report for SMT on Monitoring Forms from collaborative partners
- Liaise with External Examiners of collaborative partners, as required, over new assessment proposals and any other matters requiring their judgement
- Receive External Examiner reports, for collaborative partners, and draft college responses for the Academic Director
- Work with the Vice-Chancellor and Quality Manager to create new university policies for institutional partners

Responsibilities – Baptist Evangelical University

- Reviewing and reflecting on how collaborative partnerships fit within the vision of a Baptist Evangelical University.
- Working with the SMT and the College governors to articulate the distinctives of a Baptist evangelical university as it pertains to collaborative agreements.
- Taking a full part in the community life of the College, including being **a pastoral tutor** for a small group of students (as many staff members do)

Person Specification

This is a **Middle Management role** in a theological college that has secured the awarding and validating powers of a university up to and including Master's Degrees, whose strategic intention is to secure university title. **The Head of Validation, as one of the guardians of the College's identity, will be a follower of Jesus Christ**, being able to articulate the College's vision and shape the partnerships in light of being a confessional college. The Head of Validation will have proven experience in HE programme design and development, including preparing material for Validation Panels. 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 cooperate effectively across the College's Departments and 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:

Qualifications

Essential
- An accredited undergraduate or postgraduate degree
- Evidence of involvement in academic programme design, development and validation

Desirable
- An accredited doctorate

Faith and Spirituality

Essential
- A follower of Jesus Christ.
- Supportive of the role of women in Christian ministry and leadership

Desirable
- Able to affirm the Basis of Faith of the Evangelical Alliance
- Membership in a church

Personal Experience and Competencies

Essential
- Proven experience in HE of programme design, development and validation
- Experience of working at both undergraduate and postgraduate levels
- Experience of working collaboratively in a complex HE institution
- Mature interpersonal, influencing and enabling skills
- Resilience, perseverance, and integrity (commitment to academic quality)
- Familiarity with and commitment to working in a multi-age, multi-cultural environment
- Willingness to design academic programmes across a multitude of subjects

- Knowledge of HE regulation and regulatory bodies such as the OfS
- Knowledge of Framework of HE Qualifications
- Knowledge of Subject Benchmark Statements

Desirable
- A postgraduate research degree in theology
- Experience of teaching in an HE setting, as this would help negotiate and understand the collaborative partnerships in multiple subjects – please note this post is not a faculty position and would not turn into one over time, although any candidate with relevant skills could bring additional skills to the role.

Skills and Abilities

Essential
- Proven administrative skills
- Proven ability to pay attention to detail
- Proven academic writing skills (programme design and development)
- Strong intellect and problem-solving skills, evidenced by an ability to discern and respond to changing circumstances in a project
- 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
- A creative approach that encourages original ideas, initiative and innovation in others

Terms and Conditions of the Appointment

The role at the College will be offered on a permanent basis.

Salary: The salary, which is subject to annual review, will be circa £38,500 per annum.

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.

Annual Leave
You will be entitled to 20 days' holiday, plus public holidays. The College is also closed between Christmas and New year which does not come out of your annual leave entitlement.

Location
*Essential: W*illingness to work a minimum of four days week in person at Spurgeon's College, South Norwood Hill, London SE25 6DJ with the fifth day working from home or college.

Permission to Work in the UK
You will be required to provide evidence and have the normal eligibility requirements to work in the UK.

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 and CV giving details of higher education and/or professional qualifications and employment history.

Applications should be sent by email, in confidence, to: Mrs Sophie Ellis, s.ellis@spurgeons.ac.uk. Should you wish to have a conversation please contact Mrs Ellis who can arrange a conversation with the Deputy Vice-Chancellor.

The closing date for applications is 12 noon on Friday 23rd February 2024.

Interviews will be scheduled soon thereafter.