



## Head of Subject Role Description University Secretariat

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**Role:** Head of Subject (Fixed-term post normally of up to 3 years duration).

**Reporting to:** Head of School or nominee. Where a School has established Sections, the Head of Subject will normally report to the Head of the Section to which they are assigned.

**Grade:** Ideally Full Professor, Professor, Associate Professor or Assistant Professor (Lecturer) in the relevant Subject area. The University expects that academic staff will be prepared to act as Head of Subject when requested to do so, as part of their normal duties, in particular those holding Professorial posts where academic leadership is within their statutory obligations.

### Role Summary

The role of Head of Subject is to support the Head of School by providing academic leadership in the relevant Subject area. The Head of Subject is, for the duration of their appointment, *primus inter pares*, the academic leader for the subject within the University. The role will ideally be held by a senior member of academic staff from within the relevant School.

### Principal Duties and Responsibilities

The Head of Subject will provide leadership in the development and maintenance of the Subject both within and outside the University under the direction of the Head of School (or nominee). They will be responsible to the Head of School (or nominee) and have due regard to the requirements of the relevant Governing Board(s).

Principal duties are:

- Provide academic leadership for the development of the Subject within and outside the University.
- Provide leadership with School management in the development and delivery of the Subject's curriculum, teaching and assessment methods.
- Oversee the content, outcomes and quality of modules offered in the Subject.
- Support the Head of School and School Head of Teaching & Learning (where relevant) in developing, maintaining and managing the highest standards in the delivery of teaching and learning at graduate and undergraduate level in the School.
- Support the Head of School and Associate/Programme Dean in the provision of the modules necessary to ensure the quality of the programmes that include the subject.
- Subject to delegation of authority by the Head of School, assist the Head of the School (or nominee) in the allocation of the teaching activities of School, assigning teaching and related duties to members of staff.
- Stimulate and support the development of research and scholarship within the Subject.
- Support the Head of School (or nominee) in mentoring and developing the staff associated with the Subject.
- Support the development of a stimulating, creative and collegial working environment within the School.

- Undertake such other duties as may be assigned by the Head of School (or nominee).

*Note: Academic Council Membership - Heads of Subject are eligible to run for election to act on the Academic Council. Elections are held within each College every three years.*