Head of Primary Initial Teacher Education
Post Reference: NU6326-2

Salary Scale: £61,166 - £68,818

Vice-Chancellor
Professor Jackie Dunne

Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

(HR – Template 16.6.26)

Birmingham Newman University

At Birmingham Newman University, we believe education has the power to transform lives and unlock the potential of every individual. Our inclusive and supportive environment enables students and staff to feel recognised, encouraged and empowered to make a meaningful difference in their communities, professions and the wider world.

Founded in 1968, Birmingham Newman has built on its Catholic heritage to become a modern, inclusive university that welcomes people from all backgrounds and world views. Between 2020 and 2025, our work was guided by six strategic objectives: transforming students' lives; working in partnership with students; serving our diverse community and the wider world; adding to knowledge and cultivating wisdom; nurturing our staff; and growing our institution.

As we implement our new Strategy, our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equity, and opportunity for all. We are a diverse and close-knit community of around 5,000 students and 400 staff. Our scale enables us to build genuine connections, offer personalised support and create a culture in which people are seen and valued. This sense of belonging extends beyond the classroom, enabling students, colleagues and members of our wider community to work together, make a real impact and contribute to the world around them.

Our strategic goals reflect our commitment to values-driven, high-quality university education. Our vision is to be recognised by students and employers across the region as the leading university for inclusive education, preparing graduates for the workforce of tomorrow. We nurture curiosity, confidence and capability in every learner so that they graduate with more than knowledge: they leave with the skills and resilience to thrive in a changing world. We are also strengthening our role as a centre for inclusive research and knowledge exchange, where academic work responds to real-world issues and makes a tangible difference to society.

We are proud of our place and deeply committed to our region. As a University that is rooted in our community, we celebrate the positive impact that the University has on the people and places we engage with. Birmingham Newman plays an active role in supporting social mobility, widening participation, and contributing to local and regional development, while also participating in global conversations. Our student population reflects our mission of inclusion and opportunity. 70% are the first in their family to attend university, 55% come from the most deprived areas (IMD 1) with 87% coming from areas of higher deprivation (IMD 1-3), 37% were eligible for free school meals, 28% identify as disabled, and 50% are from Black, Asian, and other ethnically diverse backgrounds. These figures demonstrate our role as one of the region's most significant educational drivers of social mobility and community transformation.

Our approach gets results, and is increasingly recognised at a national level: in the **National Student Survey** we are ranked No.1 in the UK for Student Positivity, named University of the Year for Teaching Quality in **The Times and Sunday Times Good University Guide 2027**, the fastest riser in the **2027 Guardian University Guide**, Nurse Education Provider of the Year (pre-registration) at the 2026 **Student Nursing Times Awards**; earned sliver in the Lecturers and Teaching Quality category at the **WhatUni Student Choice Awards** (WUSCAs); and topped the rankings for teaching excellence, student experience and student support in the **2026 Daily Mail University Guide.** We also placed in the Top 10 UK universities for Student Satisfaction in the **Complete University Guide 2027**, rank 4th

nationally in the **Higher Education Policy Institute Social Mobility Index 2025** and shortlisted for the University of the Year at the **Social Mobility Awards**.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place to study or work. It is a community rooted in care, respect and ambition for our staff, our students and the University as a whole. Here, staff and students work together to make a difference in their own lives, their communities, their professions and the wider world.

Job Description

Job Title: Head of Primary Initial Teacher Education

Grade: AC4

Salary: £61,166 - £68,818

Hours: Full-time

Department: School of Education

Reporting to: Head of ITE

Place of work: Birmingham Newman University

Purpose of Post:

To provide strategic leadership and management of the Primary Initial Teacher Education (PITE) subject area. The post holder will lead and manage the programme and partnership matters, to include recruitment, continuation, completion, progression, Ofsted improvement planning and compliance with the DfE ITT Criteria and Supporting Guidance for Primary ITE.

1. Main responsibilities:

Strategic Responsibilities:

- Represent and contribute to the University's mission and ethos in the School of Education.
- Lead on the development and achievement of the annually agreed School targets aligned to the strategic plan including targets for growing student recruitment and improving continuation, completion and progression.
- Ensure a high quality, student-centred and research-informed approach is fully embedded within PITE.
- Lead on PITE, compliance, improvement planning and to represent PITE during Ofsted inspections as the PITE nominee.
- Support and deputise for the Head of ITE as required.

Leadership Responsibilities:

- Provide leadership of PITE at strategic and operational level through engagement with students, staff and key stakeholders.
- Manage, monitor and develop all Primary ITE programmes and partnerships in collaboration with colleagues.
- Ensure the Primary ITE programmes meet DfE and Ofsted requirements.

- Work with the Quality Office, to lead and take responsibility for the quality assurance and enhancement of Primary ITE across all aspects of the programmes.
- Work in collaboration with other colleagues to achieve targets for growing recruitment, improving continuation, completion and progression, and implementing measures to enhance student satisfaction, and ensure student success.
- Review and respond to student, staff, external examiner and other stakeholder feedback with a view to continuous improvement of PITE programmes and the student experience.
- Oversee the management of staff including: staff recruitment, induction, appraisal and workload allocation.
- Effectively manage resources including visiting lecturers.
- Lead developments in learning, teaching and assessment to ensure innovation in curriculum development.
- To chair PITE team meetings and actively contribute to the School leadership team, School Board, ITE Strategy Group, ITE Compliance group as well representation at University wide activity.
- Where required represent the School externally e.g. PITE lead for UCET.
- Lead and support productive partnerships in line with the School targets.
- Develop innovative responses to external policy drivers that maximize opportunities for Primary ITE and the School.
- To proactively lead the PITE team to engage with and contribute to research and knowledge transfer.
- Deputise for the Head of ITE as required.
- Any other reasonable duties required by the Head of ITE.

Specialist Subject responsibilities:

- To advise and support the Head of ITE on the strategic direction and development of programmes within PITE with the aim of enhancing the curriculum, student outcomes and to help deliver the subjects' strategic objectives.
- To attend national briefings/workshops and participate in relevant professional networks [e.g. DfE, Ofsted, UCET, TEAN] in order to lead on relevant initiatives and to disseminate to colleagues.
- Maintain, enhance and develop strong links and partnerships with schools, FE and sixth form colleges and other educational providers.
- Lead an innovative development of the teaching and assessment on PITE programmes
- Undertake research, scholarly activity and third stream activity as appropriate
- Lead and develop initiatives and programmes with colleagues to enhance the student experience.
- Support new developments within the School.
- Undertake continuous professional development and participate in staff development and training activities.
- Undertake such other appropriate duties as may be required by the Head of ITE.

The level of teaching involved in this role will be determined by the Head of ITE.

Additional Responsibilities

- In accordance with the University's Information Security Policy, the post holder will be dealing with highly restricted information as part of their duties.

- As a manager the post holder has a responsibility to ensure that policies and procedures are followed and that staff receive appropriate induction, training and support, that absence is managed and recorded and that their direct reports receive an annual appraisal.

- We expect all new academic members of staff to obtain Fellowship of the Higher Education Academy (HEA) within four years of appointment, if not already done so.

- If not already obtained prior to your appointment, and you do not have four years' experience teaching in HE, you are required to enrol onto the PGCert within your first year of employment.

- If you do not hold a Fellowship of the HEA but do have four years' experience teaching in HE, you are required to register on the CPD route to Fellowship as one of the conditions of passing your probation period (not the PGCert).]

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

Variation to Job Description

- This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and

responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

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4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	Masters degree Degree with Qualified Teacher Status PGCert HE or equivalent/or commitment to achieve within one year commencement of post.	Application Application Application	SFHEA Doctorate / close to completion of doctorate, or equivalent professional standing	Application Application
Relevant work experience and/or knowledge	Excellent ITE expertise, knowledge, experience and a strong teaching record in Higher Education Primary ITE. An understanding of the emerging trends in the HE-led ITE and school-led ITE in its political and national context, and the implications of these for the School of Education Proven experience of successfully leading ITE programmes, including knowledge of DfE ITT Criteria and Supporting Advice. Knowledge of how to use key metrics and evaluation to improve student outcomes. Knowledge of course design and an innovative approach to teaching, learning and assessment. Strong understanding of diversity and inclusion and the impact on ITE training provision.	Application/ task/ interview Application/ task/ interview Application/ interview Application/ task/ interview Application/ interview Application/ interview	Successful experience of leading Primary ITE partnerships Experience of leading or knowledge of Teaching Apprenticeships. Understanding of managing a budget. Experience of Ofsted inspection. Experience of line management.	Application/ interview Application/ interview Application/ interview Application/ interview Application/ interview

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Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Relevant and/or Specific skills required	Successful partnership working Full commitment to high quality, student-centred education and approach Research active i.e. record of engagement in research and/or scholarship A commitment to ongoing professional development and keeping up-to-date with developments in a relevant area Good knowledge of academic quality matters Communication: ability to communicate clearly and effectively both orally and in writing	Application/ task/interview Application/ interview Application/ interview Application/ interview Application/ interview Application/ task/interview	External Examiner experience of a relevant programme Good networks within the West Midlands	Application/ interview Application/ interview
Personal qualities and attributes	Excellent interpersonal and organisational skills Significant professional credibility	Application Application	Active membership of appropriate national professional bodies	Application
Other	Willingness to travel extensively regionally, nationally a nd internationally when required by the role. An enhanced DBS check, including a barred list check (child and adult) may be required for the successful candidate.	Application/ interview		

General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade AC4 £61,166 – £68,818 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- https://www.teacherspensions.co.uk - Teachers' Pension Scheme for academic staff
- http://aviva.co.uk - Aviva Scheme for professional and support staff
- http://www.nestpensions.org.uk - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the National Employment Savings Trust (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: Birmingham Newman University - Jobs - Staff benefits or please contact the Human Resources Department.

Procedure for Application

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for**.

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

Closing date for applications: 30 November 2026
Interviews will take place in January 2027

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Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to Policies and procedures - Birmingham Newman University