



Role: Head of School

Reporting to: Managing Director

Direct Reports: Leading and managing the Higher Education Team

Location: Dublin City Centre

Minimum 3 days per week on campus (additional days may be required during busier times of the academic year)

Salary: €80,000 – €100,000 per annum dependant on experience

Who We Are

IBAT Dublin was established in 2004. We are one of Ireland's leading enterprise-focused third-level institutions and English School in Ireland, located in the heart of Dublin.

Our student demographics involve a range of international and professional students, and we pride ourselves on providing the best learner experience. At the very heart of our vision is a student-centred learning and teaching methodology which is progressive, forward-thinking, modern and designed to meet our learner's needs. Our programmes are designed to equip learners with the skills to succeed in today's ever changing and advancing world, setting them up for success with life after study.

A key objective of IBAT Dublin is to ensure students have a positive, impactful and engaging experience during their period of study and one of our biggest strengths is our people.

Role Summary

The Head of School is a key senior academic leader, responsible for shaping and delivering the strategic vision of the higher education school in alignment with IBAT Dublin's institutional priorities, values, and growth ambitions.

Reporting to the Managing Director and operating as a key member of the Senior Management Team, the Head of School provides dynamic and innovative leadership to ensure excellence across education, research, enterprise, and student experience. The role carries full accountability for the school's academic quality and operational performance, with success measured against defined key performance indicators (KPIs). The Head of School leads the development and implementation of academic strategy, including programme design, validation and review, while ensuring compliance with all regulatory and awarding body requirements.

A central focus of the role is fostering a high-performing, student-centred academic environment, championing quality assurance, promoting innovation in teaching and enterprise, and ensuring an outstanding student journey from induction through to alumni engagement. The role also plays a critical role in identifying new income streams, expanding partnerships, and enhancing the IBAT national and international reputation.

As a people leader, the Head of School is responsible for building, developing, and inspiring multidisciplinary teams, driving staff performance, engagement, and professional growth. The role requires strong collaboration across internal and external stakeholders, including academic staff, industry partners, and regulatory bodies.

Overall, the Head of School combines strategic leadership, academic credibility, and operational excellence to advance the IBAT's impact, competitiveness, and long-term success.

Key Activities and Responsibilities

Institutional

- Work collaboratively with the Senior Management Team to lead cross-institutional initiatives, including the research and development of new programmes, in order to maximise the HE school's cross-disciplinary strengths and support institutional growth.
- Ensure that the HE school's strategy is aligned, forward-looking, and effectively positioned to enhance its local, regional, national, and international profile.
- Actively contribute to committees and working groups, promoting the sharing and harmonisation of best practice to drive consistency, efficiency, and effectiveness across processes and responsibilities.
- Ensure that senior management are fully informed of national and sectoral trends in education and are actively engaged in decisions shaping the HE school's long-term academic direction, mission, values, and strategic priorities.
- Provide oversight of institutional strategic plans, ensuring alignment with the HE school's educational vision and long-term objectives.
- Ensure full compliance with all statutory and regulatory requirements, in line with the expectations of partners, government bodies, funding agencies, and awarding organisations.
- Translate strategic priorities into clear operational objectives and deliver an annual operational plan aligned to institutional goals.
- Oversee the effective coordination, communication, monitoring, review, and evaluation of the academic plan, ensuring delivery within agreed timelines.

Higher Education School

- Lead and take full ownership of HE school operations across the student lifecycle, from induction through to graduation, ensuring effective delivery and performance.
- Analyse market trends, competitor activity, and current provision to inform strategic recommendations on programme development and future growth.
- Take personal responsibility for programme lifecycle activities, including review, validation, and new programme development, ensuring effective planning, stakeholder engagement, and delivery against internal and external milestones.
- Direct the implementation of new and revised programmes, ensuring alignment with institutional priorities and market needs.
- Foster a proactive, agile, and responsive approach to external changes, enabling the HE school to capitalise on emerging opportunities.
- Collaborate with colleagues across committees and working groups to promote best practice and ensure consistency and effectiveness in processes.
- Develop and deliver sustainable financial and operational plans, managing resources effectively to achieve agreed objectives and KPIs.
- Provide strategic leadership and vision to enhance IBAT's reputation and position as an influential national and international contributor.
- Lead, develop, and support the HE school's management team, promoting a culture of accountability, collaboration, and continuous improvement.
- Drive organisational development and change initiatives to support the ongoing advancement of the HE school and the wider institutional.
- Build and sustain strong, collaborative relationships with key external stakeholders to support strategic objectives and growth.
- Provide strong academic leadership and operational management, ensuring accountability for KPIs in education excellence, innovation, student recruitment (domestic and international), retention, and progression within planned resources.
- Act as the IBAT's academic lead with authority, confidence, and passion, reinforcing organisational values and culture while addressing areas for improvement.
- Maintain open and transparent communication, fostering teamwork, collaboration, and a positive, motivating environment across the organisation.
- Ensure efficient and effective processes and structures to uphold academic standards and quality assurance in education.
- Deliver a student-centred learning experience and provide access to robust student support mechanisms.
- Engage proactively with learners and academics, establishing mechanisms for meaningful two-way communication and placing students at the heart of organisational activities.
- Identify new education, research, and enterprise opportunities, driving diversification of income streams.

- Champion innovation in enterprise activities and contribute to IBAT's national and international policy influence.

Management and Leadership

- Lead and support staff to maximise performance, wellbeing, and professional growth.
- Ensure equitable allocation of duties, clear responsibilities, and effective line management, mentoring, and performance monitoring.
- Ensure programmes are adequately staffed, maintain a resource pool for lecturing needs, and justify new appointments in line with organisational strategy.
- Foster an environment that supports staff development, mentoring, and preparation for promotion to realise potential.
- Implement and monitor performance frameworks aligned with organisational objectives, including appraisal and assessment moderation.
- Plan and execute strategies for regular engagement, ensuring staff contribute to and align with IBAT priorities.
- Lead the delivery of an exceptional student experience from induction through to alumni.
- Make timely, informed financial decisions that support programme and institutional sustainability.
- Ensure teams adhere to policies and guidelines, manage risks effectively, and implement mitigation plans where needed.
- Promote a collaborative, collegiate working environment across the HE school.

Qualifications / Knowledge and Skills / Experience

Qualifications

- Master's level qualification
- PhD (desirable)

Knowledge and Skills

- An understanding of major partners in an HE Institution
- Extensive experience in education and research programme delivery
- Excellent organisational skills
- Ability to achieve excellent added value in coordinated strategic partnerships
- Ability to solve problems and critically analyse situations on both individual and team level
- Strong leadership ability with excellent communication
- A good understanding of both Microsoft and Google work apps

Experience

- A proven record of an understanding of QQI policies
- A proven record in the validation/revalidation of programmes, in particular the design/redesign with both internal and external inputs
- A proven ability to lead change in a complex organisation
- A proven ability to identify and achieve performance and service improvements
- A proven ability to manage and lead individual from diverse backgrounds and cultures
- A proven record of academic leadership

Additional Information

- This is a senior role in the organisation
- This role is hybrid – currently a minimum 3 days per week are expected on campus. Additional in-person days may be required during busy periods of the academic calendar, for example, during inductions or graduation to be agreed with the Managing Director.
- Salary is negotiable dependant on experience
- The post holder may be asked to undertake different or additional duties in line with business requirements at the request of the Managing Director.
- There is an expectation that all employees will maintain the values of the organisation and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.
- The role holder will be expected to travel between our Wellington Quay and North Frederick Street campus.
- There may be an occasional need to undertake business travel between other sites within Ireland, across the UK or internationally.

IBAT College is an equal opportunities employer. We are committed to creating an inclusive and diverse workplace and welcome applications from all suitably qualified candidates.