

Job Title	Institute Director
Department/Institute	Institute
Reporting to	Principal & CEO
Main Objective	To provide leadership to the Institute by managing both the strategic and operational requirements.

1. To collaborate with the Board of Governors, the Principal, the Central Administration and his colleagues.
2. To advise the Principal on matters pertaining to the assigned Institute, especially with regards to the welfare of students, academic programmes, curriculum development, administration, staffing needs, staff development, staff and student discipline, and other activities which he deems necessary for the proper administration and management of his Institute.
3. To form part of any College Board as stipulated by Central Administration.
4. To take an active part in the Council of Institutes, in the Institute's Focus Groups and in all meetings convened by the Principal or by Central Administration.
5. To follow professional development courses as requested by and agreed with the Principal, as well as to attend conferences, meetings, seminars locally and abroad, and other conventions as approved by the Principal.
6. To implement decisions agreed by the Council of Institutes and to follow faithfully all College policies and/or guidelines.
7. To prepare the timetables for the Institute before the start of every academic year.
8. To exercise discipline with staff and students prudently and consistently.
9. To collaborate with other Institutes, especially when his Institute is involved in joint programmes with other College Institutes.

10. To take care of the physical building and resources of the Institute.
11. To administer the Institute's academic programmes according to the quality assurance policy and procedures established by the different awarding bodies and MCAST's quality assurance policy at corporate level.
12. To partake in the sharing and provision of information as requested by Central Administration by providing data and literature as necessary.
13. To ensure that all Institute Academic Master Files are kept in order and regularly updated throughout the academic year.
14. To make all the necessary preparations for visits of distinguished guests and external verifiers.
15. To report immediately any serious academic malpractice to the Deputy Principal (Quality Assurance, Academic and Student Services).
16. To promote the work and achievements of both staff and students in the best possible manner.
17. To provide the Principal with an annual report on the achievements, needs and projects of the Institute before the end of July of every academic year.
18. To report serious cases of lack of discipline among students and staff to the Boards as established by the Principal and the Council of Institutes.
19. To assist in interviews for the purpose of staff recruitment.
20. To ensure the just application of the MCAST-UHM and the MCAST-MUT Collective Agreements with all staff members.
21. To discuss with staff members their allocation of duties and take their needs in due consideration while ensuring the equitable distribution of lecturing hours and other duties.
22. To assist staff in their lecturing needs, including lecturing resources and professional assistance related to their subject area.

23. To encourage and support the continuous professional development of staff.
24. To guide and train subject coordinators and internal verifiers according to their level of expertise.
25. To delegate work to his/her Deputy Director/s in view of his/their abilities and strengths.
26. To convene and lead the Institute's staff meetings regularly.
27. To organize staff evaluation and prepare and forward in a timely manner staff evaluation reports to HR.
28. To ensure the smooth management of students' work placements.
29. To respect and work closely with College personnel engaged in the Student Support Services sector, the Inclusive Education Unit, the Learning Support Unit, the Counsellors and the Careers Guidance Advisers, the Librarian, the Learning Assistants (LSAs), the Chaplain and the Sports Department.
30. To ensure that all students know exactly what MCAST and their Institute expect of them, giving specific attention to both their rights and duties.
31. To meet and discuss with parents/legal guardians of students whose academic performance and/or general conduct is inappropriate.
32. To ensure that students with learning difficulties and/or disabilities are respected and given all possible assistance to achieve their goals.
33. To promote activities and initiatives of the MCAST Student Council and his Institute Students which have a positive impact on the students' academic and/or holistic development.
34. To help build a learning environment that promotes the holistic development of all students.
35. The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.