

Job description

Job Title	Manager II Students' Transition (to MCAST)
College Section	Reporting to VPET E&T Programmes
Reporting to	DP VPET
Main Objective	To support the College in assisting students in secondary education to engage with MCAST through promotional activities, partnerships with schools and other educational institutions and one-to-one meetings with students and teachers in all private and public schools in Malta and Gozo.

1. The Employee shall attend in the Office of the Deputy Principal responsible for Education and Training Programmes or any other places as the Principal may from time to time direct or as exigencies of his/her service may require.
2. The Employee shall be bound by and shall devote all his/her normal Working Hours to the service of the MCAST, in particular, the Office of the Deputy Principal.
3. The Employee is to assume the following responsibilities as required:
 - a. To keep him/herself continually updated about the vocational courses available at MCAST in liaison with the Institute Directors and/or their Deputy Directors;
 - b. To promote MCAST in secondary education through the establishment of partner schools and other activities that attract students to vocational and professional education at all levels of the qualifications framework;
 - c. Provide a regular analysis of vocational and professional education and training and applied routes in secondary schools and transitioning to MCAST

- d. Engage with the Alternative Learning Programme plus and similar education institutions so that students following such courses will find support at MCAST during their training courses and will continue their studies at the College at MQF level three or higher;
 - e. To present an annual programme of promoting MCAST courses and their benefits in all local Secondary Schools, including the local, private and independent sectors in Malta and Gozo, especially where vocational subjects are available;
 - f. To set up a robust communication channel with all local Secondary Schools, focusing mainly on the structured promotion of MCAST courses among these students and the schools' administrators, teachers and parents;
 - g. To organise promotional meetings of different kinds to generate interest in the MCAST Courses among all local Secondary School Students, including social media, visits to some schools/classes, online information sessions and any other activity deemed appropriate for such promotional campaigns;
 - h. To keep the Principal and the Executive Management Team through the DP updated about his/her activities, achievements and the identification of areas for improvement with a quarterly report throughout each Academic Year;
 - i. To alert the Deputy Principal on time about any necessary interventions required due to unexpected changes arising from situations that are beyond MCAST's control in the fulfilment of his/her areas of responsibility.
4. The Employee shall comply with all MCAST's policies, regulations and instructions, including Office Circulars and Board Resolutions.

5. The Employee shall undertake to perform his/her duties faithfully and diligently, and where applicable shall act accordingly to reasonable instructions or directives given to him by the Principal or any other superior official delegated by the Principal.
6. The Employee shall conform to general Government rules and regulations as they may apply to MCAST.