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| Job Title | Deputy Director |
| Department/Institute | Institute for the Trades |
| Reporting to | Director |
| Main Objective | To manage the strategic and operational requirements of the Institute under the leadership of the Director. |

DUTIES AND RESPONSIBILITIES:

1. To carry out, in collaboration with the Director, staff assessment / appraisals so as to ensure that quality of teaching is maintained.
2. To deputize for the Director of their Institute whenever this is necessary (SMT, COI, Institute Office or any other meeting as required).
3. To undertake specific responsibilities as advised by the Director.
4. To supervise internal verifiers and ensure that quality assurance targets are met.
5. To prepare the timetable for the Institute's annual programmes of study during the study period, in consultation with the Director.
6. To monitor regularly the attendance of staff members.
7. To assist in the exercise of discipline with staff prudently and consistently.
8. To assist in the management of the physical needs and necessary development of the buildings and physical resources of the institute.
9. To assist in the updating of the Institute Academic Master Files.
10. To assist in making necessary preparations for visits of distinguished guests and external verifiers.
11. To help in the organization of staff evaluation and prepare and forward in a timely manner staff evaluation reports to the Director.
12. To ensure the smooth management of student's field placements.

13. To assist in the discussion with parents/legal guardians of students whose academic performance and/or general conduct is inappropriate.
14. To coordinate **ad hoc** room allocations for examination and other circumstances.
15. To support the issuing of contracts for extra hours given for field placement visits, WBL visits, apprenticeship visits, extra lectures and other duties.
16. To support in catering of routine issues related to MG2I administration and management including student complaints.
17. To support the administration of the institutes' Human Resources including grievances, hours, staff relationships, special leave, performance management, punctuality and other matters.
18. To coordinate with other directors in relation to apprenticeship initiatives, inquiries from the industry, college requests and other matters.
19. To be present in the institute for the duration of the whole working day.
20. To coordinate the academic programmes on behalf of the Director, including assessment and examinations
21. To supervise internal verifiers and ensure that quality assurance targets are met
22. To plan, organize and assist in the carrying out of student feedback re quality of teaching
23. To monitor regularly the attendance of students and staff members
24. To ensure good order and discipline of students within the Institute
25. To develop the extra-curricular programme of the institute
26. To lecture – if necessary – for not more than five hours weekly
27. 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.