Job Description

Job Title	**Institute Deputy Director**
Department/Institute	**Institutes**
Reporting to	**Director**
Main Objective	**To manage the strategic and day-to-day operations of the Institute within the Institute Leadership Team.**

DUTIES AND RESPONSIBILITIES:

1. To promote and focus all professional commitments on the main goals and objectives as articulated in the MCAST mission statement and in its Strategic Plan, carrying out duties with dignity, prudence and careful consideration of the values of inclusion and fairness.
2. To undertake those specific responsibilities as agreed with the Director and to deputize for the Director of the Institute whenever necessary.
3. To co-lead with the institute leadership team the coordination of the academic programmes, including programme delivery, assessment and internal verification processes, ensuring adherence to institutional, national, and accreditation requirements, fostering continuous improvement in academic quality.
4. Foster an engaging and inclusive learning environment that promotes student success, wellbeing, and academic progression.
5. Lead the design, evaluation, and continuous improvement of academic programmes to ensure relevance, quality, and alignment with industry needs and accreditation standards.
6. Contribute to staff deployment, recruitment, performance appraisals, and professional development processes to ensure optimal staffing and effective team performance.
7. To contribute to the drawing of the timetable for the Institute's annual programmes of study during the study period.

8. To participate in student outreach activities, both within the institute and also in feeder schools.
9. Ensure that academic-related resources, equipment, and materials are procured in line with MCAST policies and budgetary guidelines.
10. To plan, organize and assist in the carrying out of student feedback regarding quality of teaching.
11. To oversee the regular monitoring of students' attendance and contribute to ensuring good order and discipline of students within the Institute and take action if required.
12. To monitor, together with the institute leadership team, the regular attendance of staff members and take action if required.
13. To contribute to the management of the student information management system and learning management system.
14. To manage part-time and/or industry specific programmes.
15. To bring to the Director's attention any issues concerning learning and lecturing processes.
16. To participate in MCAST meetings for Deputy Directors.
17. To represent the Director in their absence at the Vocational and Professional Council and other meetings.
18. To participate in the MCAST Professional Development courses for MCAST management.
19. To take part in Boards of Studies, the Institute Research Committee meetings and other meetings as deputised by the institute director.
20. To contribute to the organization of student and staff activities.
21. To develop links with counterpart Institutes of repute as well as with local and foreign industry partners and facilitate open communication channels as well as student and staff exchanges.
22. To monitor students' work-based learning within
23. To prepare reports when required.
24. To carry out any other duties which may be assigned by the Principal.