

Job description

Job Title	Manager II Partner Schools & Students' Transition
College Section	Centre for Learning and Employability
Reporting to	Director Institute of the Trades and CLE
Main Objective	To support the College in assisting students in secondary education to engage with MCAST, with a particular emphasis on partner schools and programmes offered by the Centre for Learning and Employability through meetings, collaborative activities and other initiatives as guided by management

1. The Employee shall be working within the Centre for Learning and Employability or in any other place as the Principal may from time to time direct, or as exigencies of service may require.
2. The Employee shall be bound by and shall devote all normal working hours to the service of MCAST, in particular, the Centre for Learning and Employability.
3. The Employee is to assume the following responsibilities as required:
 - a. To remain continually updated about the vocational courses available at MCAST in liaison with the Institute Directors and/or their Deputy Directors;
 - b. Act as the main contact point for partner schools, ALP+ and award students' transition to MCAST;
 - c. Lead a team of coordinators in the smooth running of initiatives and projects within their area of responsibility and liaise with the Centre's management to resolve any issues;
 - d. 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;
 - e. Enhance the current partner schools project and identify further opportunities for collaboration with partner schools;
 - f. Be responsible for the development and periodic cyclical review of programmes forming part of the partner schools project in liaison with MCAST Institutes and Centres whilst following MCAST regulations;
 - g. Present an annual programme for promoting MCAST courses and partner school opportunities, and their benefits, in all local secondary schools;

- h. Liaise with parents/guardians, students, national services and other stakeholders as part of the transition to different programmes for students with special needs offered by the Centre for Learning and Employability at MCAST;
 - i. Participate in meetings and interviews with potential award programme students and support the Centre in the day-to-day running of these programmes as directed by the Centre's management;
 - j. Provide regular analysis of vocational and professional education and training, and applied routes in secondary schools transitioning to MCAST;
 - k. Engage with the Alternative Learning Programme Plus and similar educational institutions so that students following such courses receive support at MCAST during their training courses and are encouraged to continue their studies at the College at MQF level three or higher;
 - l. Establish robust communication channels with all local secondary schools;
 - m. Organise meetings and events to generate interest in MCAST courses as part of the Partner Schools Project, including social media, school visits, online information sessions, and other appropriate activities;
 - n. Alert the Centre's management about any necessary interventions required due to unexpected changes arising from situations beyond MCAST's control in the fulfilment of responsibilities;
 - o. Take initiative and participate in conferences, projects, and events as needed or as guided by the Centre's management;
 - p. Provide training to staff on areas related to the department's remit, as guided by the Centre's management.
- 4. The Employee shall comply with all MCAST policies, regulations, and instructions, including Office Circulars and Board Resolutions.
 - 5. The Employee shall undertake to perform duties faithfully and diligently, and where applicable shall act in accordance with reasonable instructions or directives given 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.
 - 7. The list of duties may change according to the exigencies and demands of MCAST within the same grade of the post.