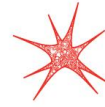




Organisational Location	Position Title
Bahrain Polytechnic	Dean
Purpose of the Position	
The Dean is a key strategic position within the Polytechnic. The position is critical to influencing programme design, development and quality to ensure that Bahrain Polytechnic offers higher education that is focused on producing PROFESSIONAL and ENTERPRISING work-ready, graduates.	
Major Duties & Responsibilities	
<p><u>Management of Staff and other Resources</u></p> <ul style="list-style-type: none"> • Research, promote and manage the design and delivery of quality academic programmes that meet the educational requirements of students and industry • Determine staffing requirements for the faculty and participate in the recruitment and selection process as required • Review and set standards of workload allocations for staff in the faculty balancing the strategic and operational requirements of the faculty • Ensure performance review/professional development processes are in place across the faculty to ensure good practices are in place and corrective actions are initiated as required • Initiate and contribute to the development of institutional policy and procedures as required • Manage cases of academic and employee misconduct. • Prepare and monitor budgets according to Bahrain Polytechnic processes • Analyse and interpret financial data in order to make appropriate recommendations/ proposals to business plans/projects <p><u>Curriculum Development and Management</u></p> <ul style="list-style-type: none"> • Ensure the effective design and delivery of quality academic programmes; including the research and business proposals for prospective programmes, content and qualifications • Promote and manage quality academic programmes that meet the educational requirements of the students and industry • Ensure all academic programmes receive appropriate academic approval prior to implementation • Ensure annual programme reviews and reports are conducted in credence • Ensures adherence to the Polytechnic's Quality Management System Policies and Procedures • Ensures moderation processes are implemented and standards are maintained • Ensures external monitoring is carried out effectively <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Chair Faculty Board Meetings • Member of Senior Management Team • Member of Academic Board • Other Boards, Committees and groups or teams as deemed appropriate or directed <p><u>Management of Students</u></p>	



- Oversee student participation, retention and success, and initiate any follow up required
- Guide the process for the recognition of Prior Learning (RPL) across the faculty
- Provide guidance on student complaints and concerns to Heads of Schools and Programme Managers as necessary
- Ensures the process for managing students on Academic Probation and students at risk are effectively implemented in the Faculty

Teaching

- Manages the teaching and learning situations in assigned programmes and courses as required
- Designs and produces teaching materials and participates in on-going curriculum development in collaboration with team members
- Sets and marks student assessments (assignments, test papers, internal examination papers)
- Ensures that all assessments meet the quality assurance requirements set out in Faculty policies and guidelines and that assessment methodology is clearly communicated to students
- Implements student evaluation programmes
- Maintains excellence in teaching delivery and assists others as required
- Develops theoretical and practical learning situations appropriate to curriculum documentation

On-going Professional Development

- Uses feedback on performance from students, peers and other senior Managers to identify own educational needs and find opportunities to meet these
- Seeks opportunities to maintain professional credibility and competence
- Negotiates professional development needs with the Deputy CEO Academic

Contribution to the Bahrain Polytechnic

- Seeks ways to assist the Polytechnic in achieving its vision, mission, values, strategic goals and operational requirements
- Develop relationships with industry, community, government and other tertiary institutions
- Shows willingness to undertake research in conjunction with management commitments
- Ensures compliance with legislation and policy adopted by the Polytechnic in order to meet legislative requirements. This includes health and safety requirements, and may involve the staff member undergoing medical checks to establish baseline health at the commencement of employment and regular checks thereafter
- Lead and participates in committees/working groups, as required
- Lead and participates in institutional projects as required
- Performs other duties as may be reasonably required

Qualifications & Experience Required

- Please refer to the advertisement.

Reports to

Deputy CEO: Academic

Human Resources Directorate Approval			
Document Version	1, 2013		
HR Director Signature		DATE	
CSB USE			
CSB Approval		DATE	