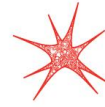




Organisational Location	Position Title
Bahrain Polytechnic	Head of School
Purpose of the Position	
<p>The Head of School is a key position within the Faculty of Business at Bahrain Polytechnic. The position plays a pivotal role with influencing programme quality and ensuring that a culture of achievement is in place at the Polytechnic. This position is responsible for overseeing the development, design and delivery of quality programmes within the School.</p>	
Major Duties & Responsibilities	
<p><u>Management of Staff and other Resources</u></p> <ul style="list-style-type: none"> • Review and set standards of workload allocations for staff • Oversee the staff teaching timetables • Ensure performance review/professional development processes are in place across the school to ensure good practices are in place and corrective actions are initiated as required • Manage day-to-day performance of relevant staff • Handles cases of academic misconduct in consultation with Dean of Faculty • Assists Dean of Faculty with staffing requirements and recruitment where relevant • Ensure the implementation of quality assurance measures • Analyse and interpret financial data in order to make appropriate recommendations/ proposals to business plans/projects <p><u>Management of Students</u></p> <ul style="list-style-type: none"> • Monitor student participation, retention and success, and initiate any follow up required • Manages student attendance issues for the programme • Develop relevant relationships across the Polytechnic to promote student development • Act as a mentor for an assigned group of students if required • Oversee the recognition of Prior Learning (RPL) process for the school • Handles student complaints and concerns in consultation with the Dean or Programme Manager as necessary • Ensures the process for managing students on Academic Probation and students at risk are effectively implemented in the School <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Member of Faculty Board • Lead Curriculum Advisory Committees • Attend Faculty Management Team meetings <p><u>Curriculum Development and Management</u></p> <ul style="list-style-type: none"> • Oversee the design and delivery of quality programmes; including the research and business proposal for prospective programmes, content and qualifications 	



- Promote and manage quality academic programmes that meet the educational requirements of the students and the market place
- Ensures programme curriculum is up-to-date
- Oversee the approval process for course or programme development
- Participate in annual programme reviews and reporting
- 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

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
- Undertakes structured weekly mentoring with assigned students if required
- Develops theoretical and practical learning situations appropriate to curriculum documentation

On-going Professional Development

- Uses feedback on performance from students, peers and Dean of Faculty 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 Dean of Faculty

Contribution to the Bahrain Polytechnic

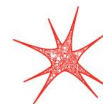
- Seeks ways to assist the Polytechnic in achieving its vision, mission, values, strategic goals and operational requirements
- Develop relationships with industry, community and other tertiary institutions
- Shows willingness to undertake research in conjunction with teaching commitments
- Ensures compliance 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
- Participates in committees/working groups, as required
- Contributes and participates in projects from time to time
- Performs other duties related to an academic staff member’s role, as may be reasonably required

Qualifications Required

- Please refer to the advertisement.

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- 3 years teaching experience or equivalent relevant industry experience is essential.
- Previous management experience in the tertiary education sector is essential
- Teaching experience and a formal teaching qualification is essential
- Relevant industry experience together with teaching experience is ideal
- Excellent time management, organisational and communication skills
- The ability to facilitate small and large group learning and interdisciplinary delivery
- Experience of working effectively in a dynamic, cross cultural environment and working with second language learners
- Experience in embedding Problem-Based Learning, Employability Skills and Work-Integrated Learning into the curriculum an advantage
- Ability to build positive working relationships with, and meet expectations of stakeholders
- Ability to identify potential issues/problems and ensure solutions are put in place before they occur
- Ability to deliver an adult focused and responsive service
- High level of English oral and written communication skills
- Proven computer literacy
- Membership of relevant professional organisations is preferred

Reports to

Dean of Business

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