

VACANCY NOTICE

REF: C180123

POSITION	HEAD OF ACADEMIC
LOCATION	PUCHONG, SELANGOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

1. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
2. The Head of Academic required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Schools. It is recognized that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

1. Management Roles

- To be involved in strategic planning and execution, in line with business growth of the College.
- To enhance the College image and branding in Northern Region for targeted segment.
- Ensure that the corporate direction is executed out consistently, accurately and effectively.
- Ensure that the relevant reports are submitted to corporate office on a timely basis for the SWOT accounts.
- Ensure department costs reflect financial targets set.
- Assist the Principal or College in Financial Performance and Management.
- To plan and execute strategies to bring the Schools to a higher level of performance.

2. Curriculum, Teaching and Learning

- To work with team to develop, organize and implement appropriate curriculum or new programs for the schools that meet the needs and experience of students and industry
- Monitor and evaluate the standards of teaching and learning in school to ensure appropriate professionals standards are established and maintained
- Develop culture of coaching and peer support to enable lecturers and staff are developed professionally and enable our students to succeed
- Ensure the progress of students at school is monitored, evaluated and effectively recorded.

3. Student Engagement

- Ensure the recruitment campaigns and activities are conducted with Marketing Development to ensure awareness and enrolment targets are achieved
- Develop and maintain good practice for pastoral care for students to support their learning and development
- Maintain, review or develop policies and procedures to improve student's engagement and development
- Ensure discipline and order are in place to allow a positive environment for student engagement and development

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4. Staff Engagement and Development

- Participate in the selection and appointment of teaching staff for the school
- Manage and engage all teaching staff in their particular duties in a manner consistent with their conditions of service
- Delegate, as appropriate, specific duties to other members of staff
- Ensure information are provided to teaching staff in an orderly and timely manner to facilitate their teaching
- Ensure new teachers have access to adequate support and training in their first year of service
- Exercise responsibility for supervision and training of teaching staff during their first year
- Identify opportunities for continuing professional development for teaching staff

5. Relationship with internal and external stakeholders

- Establish and maintain relationship with partner universities for program development, audit, improvement and teaching staff development and exchange
- Establish and maintain relationship with industry partners in curriculum review, improvement and ensuring our programs are in touch with industry demands
- Establish and maintain working relationship with industry partners in improving our students learning process - at site training or internship
- Establish and maintain working relationship with partners in delivering our programs that adhere to our standard
- Identify and offer opportunities to school/ partners in terms of curriculum and extracurricular activities
- Establish and maintain relationship with other member of the College to ensure smooth running of the day to day operations.

JOB REQUIREMENTS

- A minimum Masters or equivalent in field Early Childhood Education or Special Educational Needs
- Excellent business sense and direction
- Excellent interpersonal, communication and presentation skills
- Good planning and organizing skills
- Able to multi task and work under pressure
- Ability to work in team, to lead and to develop the team
- Experience in working with MQA and MOHE related matters
- Malaysian applicant ONLY