

MAURITIUS INSTITUTE OF EDUCATION

POST : **Head of School**

CRITERIA FOR APPOINTMENT:

- A** Selection from the grade of Senior Lecturers and above who have served as Head of Department **or** Officer-in-Charge for a minimum of **two** years in a department of the school and having a post-graduate qualification minimum Masters level in the field related to the programme of the school.
- B** Selection to be based on:
- (i) Ability to articulate and implement policies for the school in relation to the role of the MIE and education at large.
 - (ii) Good record of teaching, academic research and publications in education and ability to promote research.
 - (iii) Managerial/interpersonal and leadership qualities.

CONDITIONS OF APPOINTMENT:

- (a) The Head of School to be appointed by the Council on the recommendation of the Appointments Committee
- (b) Headship will initially be offered for a period of **two** years but may be extended by the Appointments Committee on the recommendation of the Director.
- (c) The Head of School to be responsible to the Director/Deputy Director.
- (d) Tenure of headship may be terminated by council on the recommendation of the Appointments Committee.
- (e) The Head of School will receive an allowance to be determined by the Pay Research Bureau.

(Contd Head of School)

DUTIES:

1. To prepare, in collaboration with the staff, an annual plan detailing the main activities to be undertaken and programmes to be offered by the School/Centre. The annual plan will be submitted to the Senior Management Committee at least one month prior to the commencement of the academic year.
2. Within the framework of the annual plan, to establish specific objectives and achievement benchmarks for the programmes and other activities of the School.
3. To convene at least one meeting every month with Heads of Departments, to discuss major issues and activities of the Schools.
4. To establish, on an annual basis, clear and equitable workloads for faculty which reflect their capabilities, expertise and ability to contribute to the objectives of the School and the MIE. Faculty workloads are to be submitted to the Director at the commencement of each Semester.
5. To represent the School on committees and sub-committees established under the organizational structure of the MIE.
6. To ensure the efficient and effective academic, financial and human resource management of the School.
7. To ensure that the academic programmes, and other activities of the School are provided in a timely and effective manner.
8. On an annual basis, to monitor, appraise and report on the performance of the School in implementing its plan and meeting its stated objectives.
9. To initiate, support, and ensure the implementation of research projects undertaken by members of the School.
10. To carry out teaching and research.
11. In the context of the plan, and objectives of the School, to conduct an annual performance assessment of individual staff members and to submit these to the Director one month prior to the end of the fiscal year.

30 July 2012