SCHOOL OF APPLIED SCIENCES

Job Description

Department: Land and the Environment

Role: Head of Department (HOD)

Role Summary

The Head of Department in the Land and the Environment has responsibility to lead and manage staff and activities relating to academic standards and quality assurance of all programmes within the department.

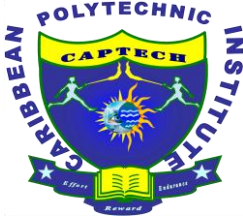**Academic and Continuing Professional Development Requirement**
You will have:
1) A Master's degree in Land-Based pathways such as Agriculture, Environmental Science or Horticulture from an accredited university.
2) Relevant up to date subject knowledge and evidence of Continued Professional Development (CPD).

Experience
You will be an industry practitioner within the discipline with:
1) teaching/training and assessor experience
2) current or recent work experience of positively supervising/managing courses, students, staff in a school, further education or industrial training setting
3) proven experience of successfully improving levels of productivity within a team
4) a good understanding of online and distance learning technologies and managed learning environments such as Google Classroom, Moodle, Sakai or Blackboard, or be willing
5) experience with remote working
6) a level 4 (or above) qualification in education, or be willing

Personal Management Skills - You will have excellent English language, computer and information literacy skills.
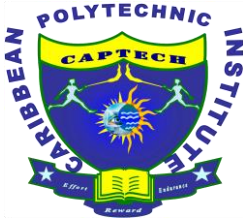
Subject Matter Expertise - You will have subject matter expertise in one or more of the following Land and Environment pathways:

1) General Horticulture
2) Environmental Science
3) Agriculture

Key Performance Areas

- Lead and co-ordinate a cohesive team (where appropriate)
- Lead team on teaching and learning issues relevant to the course.
- Chair and drive the agenda and follow up action for course team meetings (where appropriate)
- Manage and lead the team on the quality assurance cycle/Manage the quality assurance cycle for the course against a set of agreed KPI's
- Manage internal and external verification process
- Provide positive and constructive feedback to internal verifiers/tutors/assessors.
- Working in partnership with the Dean of School and other senior colleagues to achieve the highest level of knowledge and understanding of the department's business.
- Notify the Dean of School/Quality Manager/Principal immediately of any improper conduct within delivery or assessment and internal verification of any course.
- Manage and or develop resources to be shared by the team / Manage and or develop resources for the course
- Keep abreast of subject knowledge
- Lead and manage on curriculum development and change
- Maintain, update and monitor schemes of work and course handbooks
- Monitor lesson plans
- Ensure the team follow up on target setting, and use of the institution's support mechanisms
- Ensure high expectations are consistently communicated to students and take action where necessary
- Ensure team track and monitor students rigorously in line with the Institution's policy
- Collaborate with other Heads of Departments to share good practice
- Organise field trips involving practical demonstrations and instructions for students in collaboration with industry.
- Organise internships in cooperation with industry

- Carry out all administrative procedures necessary for the smooth running of the course including, for example, Exam/Assessment Entries, Communication with exam boards/Qualifications Body
- Manage budgets, where appropriate
- Maintain up to date records relating to Assessors and Internal verification carried out.
- Promote equality and diversity practices across the organisation, working at all times in accordance with the institution's commitment to Equality and Diversity.
- Undertake all duties confidentially in accordance with the Institution's Data Protection Policy.
- Participate in the institution's continuous improvement process, engaging in self-assessment and other quality initiatives.
- Comply with health and safety policy in the workplace.

Remuneration: Head of Department is a part-time position with hourly rates commensurate with experience.

Application process:
To apply, please e-mail (recruitment@captech.edu.jm) your resume and all other relevant documentation to Staff Recruitment and Selection, Caribbean Polytechnic Institute, 22B Old Hope Road, Kingston 5