

MARIST COLLEGE JOB DESCRIPTION

POSITION: INTERNATIONAL STUDENT DIRECTOR

HOURS: 30 hours per week 5 days a week 45 weeks of the year

OBJECTIVE 1: To be supportive of the Special Character of the School

FOCUS	KEY TASKS
Special Character	<ul style="list-style-type: none"> • Parents and visitors to the school are treated with courtesy and respect and made to feel welcome, • Relationship with staff and students is based on Gospel values and personally modelled. • Support for Special Character activities.

OBJECTIVE 2: To develop and implement a marketing and recruitment strategy

FOCUS	KEY TASKS
Recruitment and Marketing	<ul style="list-style-type: none"> • Review the marketing and recruitment strategy regularly. • Develop a network of preferred agents overseas and in NZ and meet / communicate with them regularly. Manage Agents according to the code of practice • Pro-actively recruit using differentiated channels to promote the school's International programmes. • Oversee the development of promotional material (web, digital, print) and ensure that all materials are up to date, relevant and pertinent to marketing aims. • Attend appropriate marketing / recruitment events in NZ and overseas • Meet annual target of students in consultation with the Principal and BOT • Maintain up to date knowledge of "market intelligence"

OBJECTIVE 3: To support International Students attending the College

FOCUS	KEY TASKS
Enrolment and Orientation	<ul style="list-style-type: none"> • Assess applications for their suitability and process in a timely manner • Provide relevant documentation to the agent / Immigration NZ to facilitate VISA Application • Receive completed enrolment forms and setup initial interviews between ESOL teacher, Principal and prospective student by phone or skype • Prepare letter of offer to prospective students • Provide appropriate pre arrival information to students • Meet with DP Curriculum or Principal, or Year level Dean and International teacher to agree on level placement and course selection. • Advise teacher in charge of International students of new student enrolments and organise testing dates for ESOL assessment. • Plan, arrange and co-ordinate an induction programme for new students. • Arrange introduction to the Special Catholic Character of Marist College • Ensure homestay and personal interview forms are completed by prospective student • Prepare invoices for tuition fees and charges and process receipts of funds • Liaise with Accounts Administrator/School Secretary to update Kamar database when new students arrive, • Arrange photo ID of student as required • On-going support of new student at Marist ensuring orientation completed and buddy allocated.
Communication	<ul style="list-style-type: none"> • Maintain regular contact with all stakeholders with communication with parents, homestays and guardians (eg.parent teacher meetings, newsletter, etc) • Ensure students and their parents/guardians are familiar with legislative requirements • Ensure Homestay families are made aware of the Special Catholic Character of Marist College and the school rules • Handbooks / Diaries / flowcharts etc are up to date so process clear • To facilitate regular meetings of the team involved eg, Principal, Business Manager, Head of Pastoral Care, Teacher in charge of International students

Curriculum and Learning Needs	<ul style="list-style-type: none"> • Provide information to students on course requirements (option selection) so that decisions can be made • Ensure that each international student is placed into an appropriate learning programme taking into account their pastoral and academic / learning needs • Meet with Year Level Dean of student to discuss academic pathways and particular academic / learning needs • Ensure parents/guardians have realistic understanding of student's academic assessments/performance and its implications
Pastoral Care	<ul style="list-style-type: none"> • Update Principal of the school's responsibilities under the Code of Practice and maintain documentation and processes required by the Code to promote student health, welfare and safety. • Maintain regular communication with staff and members of the Pastoral Care team regarding Student welfare and academic progress • Meet with all students, individually each term to discuss reports, progress and any pastoral care issues to ensure that students are safe and their needs are being met. Any concerns passed on to Deans/ Pastoral Care team • Ensure academic and career support is provided to all students as and where appropriate • Regular meetings are held with students to disseminate information, and social functions are arranged • Co-ordinate an end of year activity programme for seniors who are not committed to NCEA assessments with teacher in charge of International students. • Ensure students are involved in extracurricular activities in the school as appropriate. • Ensure that the Director of International Students or delegate is on call 24 hours a day
Homestay	<ul style="list-style-type: none"> • Arrange homestays and ensure that all of the requirements of the Code of Practice pertaining to homestays are met. • Provide information to the homestay families to ensure that appropriate advice and guidance is provided so that the needs of the students are met • Arrange police vetting of homestay families • Ensure that sufficient homestay families are available to meet the needs of long term / short term programmes • Oversee the payment of homestay fees to ensure accuracy and timeliness (liaise with the homestay co-ordinator / Accountant). • Liaise regularly with the Guardian regarding the welfare of students • Review the schools / Homestay provider's accommodation processes and documentation annually.

Financial	<ul style="list-style-type: none"> • Set fees annually in consultation with the Principal, Business Manager and BOT • Prepare an annual budget in Term 4 in conjunction with the Business Manager • In association with the Business Manager: <ul style="list-style-type: none"> • The budget is monitored • The use of resources is monitored • A plan for resource need is developed • Accounting documentation / Offers of Place are prepared in an accurate and timely manner for agents / immigration NZ
Reporting	<ul style="list-style-type: none"> • Regular contact is maintained with the Principal • A report for the Board of Trustees is prepared in writing each month on: <ul style="list-style-type: none"> Ethnic composition and retention rates Student welfare and progress Marketing strategies (Recruitment prospects and development of new markets) • After each recruitment trip a report is prepared in writing for the Board of Trustees on <ul style="list-style-type: none"> • The recruitment activity undertaken • Achievement of objectives
Systems Management	<ul style="list-style-type: none"> • Maintain a database of current students and agents. • Ensure that there are systems in place for: <ul style="list-style-type: none"> Enrolment Induction and orientation Recording homestay visits or contacts Keeping a record of income and expenditure concerning tuition fees, agents' commission, homestay payments, insurance payments and any other transactions directly related to International students. • Encourage past International Students to join the ex- student's association.
Discipline and Grievance Processes	<ul style="list-style-type: none"> • Communicate school and homestay expectations to students (All students are fully informed of behaviour which may result in suspension and expulsion). • Where there is a major discipline issue, provide SLT and Deans with relevant background information to ensure: <ul style="list-style-type: none"> • Students are dealt with in a fair and just manner • Students have access to an advocate. • Parents are informed as soon as possible of any behaviour which is punishable by suspension or expulsion. • Inform school staff of the central role of the Dean of International Students is in international student welfare and discipline.

	<ul style="list-style-type: none"> • Ensure students and parents are aware of both internal and external grievance processes.
Professional Associations	<ul style="list-style-type: none"> • Maintain membership of appropriate professional associations (includes but not limited to: West Auckland Forum, Study Auckland, SIEBA etc). • Attend local, regional and national events and conferences / agents events
International Student Register	<ul style="list-style-type: none"> • Create and maintain international student files of all relevant information within the code of practice guidelines. Student file regularly updated and correspondence relating to student put on their file including arrival and departure dates and destinations each holiday period recorded • Ensure that students have current insurance policies and current student permits. Process renewals of documentation
Legislation Code of Practice Immigration	<ul style="list-style-type: none"> • Liaise with Senior Leader responsible for MOE Returns and Compliance to ensure that Ministry of Education requirements as outlined in the “Code of Practice” are met by the school. • Liaise with legislative bodies such as Ministry of Education and Immigration NZ and NZQA • Ensure that all necessary systems to meet legislative requirements are in place. • Carry out an annual review to ensure that the school is compliant with the Code of Practice. • Ensure relevant parties are aware of the implication of the Code of Practice and MOE guidelines and adherence to their provisions. • Keep up to date with immigration and industry developments.
Short Term Groups	<ul style="list-style-type: none"> • Identify prospective short term groups and prepare quotes • Schedule into Marist School calendar with Principal • Liaise with International Teacher to set up suitable programme • Arrange homestay • Process all financial transactions and administrative tasks for short term international student visits
Student Support	<ul style="list-style-type: none"> • Consult with year level dean about support for international students in class on a timetabled basis • Facilitate mentoring sessions eg. co-lab • Arrange special programmes as required eg. during holidays

Responsible to: Business Manager, Principal

Liaison with: Admin Office Staff, Teacher in Charge of International Students, Deputy Principal Curriculum, Deputy Principal Pastoral Care, Year Level Deans