



Mount Hutt College
International Student Programme
Homestay Co-ordination and Administration Position

The International Student Programme personnel contribute to the school goals by ensuring a positive international reputation for the College. The International Students Programme adds to the character and culture of the school community.

Reports to the International Student Programme Manager:

Time:

Base of 10 hours per week to include two time periods during school hours to be accessible to students – some variability from week to week is expected. Some duties may require evening or weekend contact with students or homestay families.

Some flexibility of time is required to increase hours at some times during the year including for time periods involving arrivals/departures of international students and also shortstay programme groups.

Contract:

Employment is under the Support Staff contract with relevant starting scale and step dependant on skills and experience.

The position is dependant on the enrolment of international students at Mount Hutt College.

Person Specification

Area	Details
Uses good judgement	Uses initiative appropriately and makes sound judgements based on an accurate assessment of all the relevant information
Works collaboratively	Builds and maintains quality working relationships. Is inclusive of others. Shares information. Seeks, listens to and respects others perspectives. Gets to know and engages with others. Builds trust. Active team member.
Well organised	Delivers results. Gets things done and meets commitments to others. Takes responsibility for own work. Works to a high standard. Shows enthusiasm and drive.
Acts with integrity	Upholds and acts in line with Mount Hutt College values. Operates professionally with transparency and honesty. Admits mistakes.
Is flexible and adaptable	Is open to new ideas. Has positive attitude and problem solving approach.
Has good communication skills	Clear and well structured written and oral communication.
Has good self management skills	Manages workload, behaviour and emotions appropriately.
Is respectful	Can maintain personal and private information appropriately. Has interest in different cultures. Has an understanding of the implications of the Treaty of Waitangi.

Specific Skills required

Current NZ Drivers Licence

Computer skills

KEY TASKS and DUTIES

Area	Specifics
Policies and procedures	Keep up to date with requirements for Code of Practice compliance. Ensure all policy, procedure and practice is Code Complaint Produce resources for homestay families and for international students (Wallets) Ensure student information is accurate and available in ENROL and KAMAR.
Homestay Database and Placements	Maintain database of homestay families (involves interviewing families, viewing homes etc) Co-ordinate placements of international students enrolled for study at Mount Hutt College for both long term and shortstay visits Inform Financial Officer of payments to be made and ensure bank account details etc are correct
Orientation Programmes	Ensure arrangements for arrival including student pick up at airport are in place, are appropriate and communicated to all involved Provide orientation for students and families Build relationship with student (as pastoral support person)
Pastoral Care including interviews	Monitor student welfare and provide appropriate support Communicate information about student and their welfare to appropriate people Carry out and record pastoral care interviews with students and homestay parent Provide support for families and build network within group of families Meet regularly with Manager and ESOL teacher Work to ensure a successful and positive experience for international students Facilitate student's involvement in activities at school and in community Ensure all students have insurance and details are recorded.
Emergency contact	Have the International Student Programme phone for an emergency contact from students – provide/arrange necessary support if an emergency occurs
Class Trips – in co-operation with ESOL teacher	Ensure parent contact for regards trips and outings Participate in trips – as part of building relationship with students
Shortstay groups	Homestay placements arranged and monitored Planning, preparation and involvement in Shortstay group programmes
Programme information	Assist with updating, printing and distributing information about the programme. Monitor information produced by other schools to ensure our information compares well, and to look for changes/developments we can make.
Student visas	Monitor student visa – expiry, renewal. Assist students with visa application where required. Assist agents with information required for student visa applications. Supply information to prospective students as required about visa application process.
Student reports	Send copies of reports as needed to homestay families, agents, schools and/or parents.
Parents visiting	Maintain contact with students about parent visits. Maintain diary of visits – parents, agents etc – record of whom and when kept. Assist with making arrangements for visits.
Financial	Assist with receipting of fees and paperwork required for visa process Monitor student financial accounts and follow up any issues Help students with any financial questions
Professional Development	Take part in relevant Professional Development Assist professional development of other staff with regards the pastoral care of international students
School Involvement	Join in the school community and events Have overview and knowledge of Mount Hutt College and the education of international students at the College.