



# Mount Albert Grammar School

## Job Description

### Assistant International Director

**Responsible to:** International Director

**Functional Relationships with:** Headmaster, Business Manager, Board of Trustees, Associate Principal, Senior Leadership Team, International Dean, International Department Staff, Director of Boarding, All staff, SIEBA, Education NZ, Agents, Parents, Homestay Families

**Hours of Work:** Fulltime (52 weeks per year, including annual holidays)

#### Objectives:

- To assist in monitoring all aspects of the academic and welfare needs of International students.
- To work with the International Director in ensuring that Mount Albert Grammar School complies with relevant codes and requirements.
- To assist the International Director to ensure sustainability of the International programme and growth of international student numbers
- To assist the International Director to ensure a marketing programme that will grow the number of international students at the school

#### Key functions and responsibilities:

##### 1. Code of Practice and Ministry and INZ requirements and regulations

- 1.1 Assist the International Director to ensure that the Ministry of Education's requirements of the International Department and School, including those outlined in the "Code of Practice" are met by the school's International Department.

##### 2. Homestay

- 2.1 Ensure all the requirements of the Code of Practice pertaining to homestays are met, including ensuring that visits are undertaken as required, that there is appropriate and rigorous documentation regarding homestays and the homestay situations of students.
- 2.2 Provide oversight to the homestay programme.
- 2.3 Liaise regularly with the International Director and Homestay Co-ordinator(s) regarding the welfare of students and ensure that student or family concerns about homestays are actioned/ investigated promptly, and addressed, and such inquiries and actions are documented.

### **3. Pastoral care**

- 3.1 Oversee the welfare (pastoral, attendance and punctuality) of students by maintaining regular communication with their deans and the students.
- 3.2 Ensure that parents/agents are advised in a timely way of any welfare concerns, and these welfare concerns of students (or others) are looked into promptly, addressed appropriately and a record of the actions and decisions is kept.
- 3.3 Ensure students maintain a high standard of uniform and appearance and behaviour.
- 3.4 Ensure that all serious pastoral care issues of an international student (or by an international student) are dealt with urgently in consultation with the International Director, Associate Principal, and appropriate written records kept, in line with the school's policies and procedures
- 3.5 Meet with new students as required to discuss guidance issues, international orientation and homestay rules.

### **4. Curriculum**

- 4.1 Work in conjunction with the International Director and International Dean to meet with all students individually each term to discuss reports, progress and any pastoral care issues, and keep written records of these meetings.
- 4.2 Work in conjunction with the International Director and International Dean to ensure that each International Student is receiving an academic programme that is appropriate and challenges them to reach their fullest academic potential.
- 4.3 Work in conjunction with the International Director and International Dean to ensure the International Dean arranges timetables with staff so the students are placed in the appropriate classes.

### **5 Recruitment and marketing**

- 5.1 Attend marketing events, as delegated by the International Director.
- 5.2 Work in conjunction with the International Director to organise visitors and overseas delegations to the school as required.
- 5.3 Work in conjunction with the International Director to develop and regularly update a marketing and recruitment strategy that will boost the profile of the school with international students and their families, and help increase the number of international students.
- 5.4 Travel overseas as required by the International Director, to market in new and established student markets.
- 5.5 Attend Education NZ/SIEBA conferences and other courses as delegated.

### **6. Enrolment process**

- 6.1 Work in conjunction with the International Director to ensure application forms and Offer of Place are issued to suitable applicants in a timely way.
- 6.2 Work in conjunction with the International Director to communicate with agents directly regarding enrolment and application enquiries, and be proactive in maintaining positive relationships with them.
- 6.3 Work in conjunction with the International Director to assist international students to seek appropriate representation, to obtain their visa applications and ensure they have the correct visa before commencement. Follow up on any documentation not received.
- 6.4 Work in conjunction with the International Director to provide appropriate pre-arrival information to new students and arrange an orientation programme.

### **7. Liaise between the International Department and the school**

- 7.1 Deputise for the International Director as required
- 7.2 Ensure school staff are kept informed about any relevant issues connected with the International Department or with International students.