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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Home Stay Co-Ordinator (International Department)**

**Responsible to**: Director of International Students, Deputy Principal (HR)

**Functional Relationships with:** Assistant Director of International Students, International Department Staff, International Students, Parents, Caregivers, Wider School Community

**Hours of Work:** 40 hours a week (52 weeks per year)

**Primary Objective:** To provide an efficient homestay placement and monitoring service for the school’s international students in accordance with the Ministry of Education’s Education (Pastoral Care of International Students) Code of Practice

**Key skills for the position:**

* Excellent communication and people skills, as you will be required to work with students, families, caregivers regarding homestay and school hostel placement needs and concerns.
* Visiting and assessing the suitability of homes and families to ensure that the students are living in a safe and supportive environment.
* Maintaining accurate information on student files (including KAMAR and eSchool)
* An understanding and sensitivity to other cultures
* Flexibility; as homestay issues may arise after normal work hours and at weekends.
* Be a team player; as you will be required to work closely with other members of the International team.

**Key Tasks:**

* Familiarise yourself with the Code of Practice (Pastoral Care of International learners) relating to school accommodation.
* Actively recruiting for homestay families using a variety of media (Facebook groups, other local schools newsletters).
* Matching international students with suitable homestays.
* Ensure that all homestays are safe for the students and regularly monitor the suitability of the homestays.
* Document all dealings with students and homestay families.
* Be pro-active in dealing with students concerns.
* Visit homestays at least twice per year and DCGs at least once per year.
* Maintain the homestay database with homestay profiles.
* Record accurate homestay visit information as required.
* Maintain an accurate Police Vetting System for homestay careers and provide timely advice to the Director of International Students of any concerns.
* Obtain data regarding homestay students’ leaving and returning dates.
* Monitor students before holiday breaks regarding their holiday plans.
* File all homestay information and maintain paper and electronic records (eschool).
* Keep relevant people aware of issues/details.
* Update eSchool and Kamar with relevant changes to students (natural families or agents) contact and homestay on a regular basis in conjuction with the International Office Administrator.
* Organise student homestay interviews/new student interviews and leavers survey.
* Report to Director of International Students on a regular basis.
* Processing payments to homestays.
* Processing insurance claims for students
* Other duties as required, including supporting the work of the International Office.

**Rate of Pay:**

This position is graded as Support Staff in Schools Collective AgreementAdministrative Scale Grade B.

Reimbursement of travel at the applicable rate – log book to be kept

Reimbursement of toll/mobile phone calls – log book to be kept