

UPDATED JOB DESCRIPTION December 2019

JOB DESCRIPTION

NAME:	DIRECTOR OF INTERNATIONAL STUDENTS (DIS)
RESPONSIBLE TO:	The Principal
DIRECTLY SUPERVISING:	International Students
MAIN PURPOSE OF THE JOB:	To co-ordinate the well-being of International Students, always promoting enhancement of the Special Character
AGREED ANNUAL LEAVE:	5 weeks as per contract + up to an additional 10 days leave in any one year as time in lieu.

RESPONSIBILITIES	EXPECTED OUTCOME
To uphold the Special Character of Carmel College	<ul style="list-style-type: none"> ● Attendance at all whole Special Character activities ● Ensure that Special Character is an aspect of the orientation of all IS.
To administer the Code of Practice for the Pastoral Care of International Students	<ul style="list-style-type: none"> ● The school's compliance with the Code is reviewed annually in conjunction with the Principal and international staff. ● All relevant areas of the Code are put into practice. ● To ensure that International Staff are aware of, understand, and comply with the International Student Dispute Resolution Scheme. ● The school's documentation reflects the requirements of the Code ● Establishment of students in school-administered homestays and the regular visitation of homestays meets the Code stipulations. ● Ensure IS safety is paramount including holding the 24/7 emergency referral when required. ● Respond promptly to address any concerns raised about or by IS. ● Assist students where required with student visas and insurance as per the Code.
To provide a focus point for IS and Exchange Students in terms of their academic progress, and their social and emotional well-being	<ul style="list-style-type: none"> ● IS have ready access to the Director for guidance and counselling with their concerns ● Expectations, behaviours and procedures for IS are clearly communicated to them and their parents/guardians prior to arrival and again during orientation. ● Subject teachers and other Deans are consulted regularly regarding IS. ● Activities are planned to orientate and include IS in the curricular and co-curricular life of the school. ● Assist Homestay Co-ordinator where necessary. ● Meeting participation with staff, pastoral care team, parents, agents when necessary regarding welfare of IS. ● Analyses exit and quarterly interview and addresses any issues. ● Participation in school camps and activities that involve IS. ● Monitoring academic programmes of learning, including

	liaising with deans and Director of Student Engagement and Learning. This will include option choices and entry into NZQA qualifications.
To communicate effectively with students, parents, guardians, staff and outside agencies	<ul style="list-style-type: none"> ● Marketing activities are carried out effectively, by agreement with the Principal to maintain a minimum roll of 40 IS ● Documentation is thorough and prepared in a timely manner ● Queries are dealt with promptly and courteously. ● Reporting regularly to the Principal on International Matters. ● Report on academic progress to parents and agents. ● Approve travel requests and manage relevant paperwork. ● Enrolment of students – reviewing applications and acceptance of students and entry onto Kamar and e-School systems
To administer and manage resources	<ul style="list-style-type: none"> ● Financial procedures are well managed including international budget. ● Accurate financial records are kept ● IS Fees are set in conjunction with the Principal and the Financial Committee of the Board of Trustees, communicated clearly to IS and their families, and tracked effectively, including payment for homestays ● Administrative tasks as directed by the Principal are carried out efficiently and in a timely manner. ● Set yearly goals and action plans in collaboration with international staff. ● Marketing plans are negotiated with the principal and included in the annual budgets. The plan would include: travels to meet agents; liaises with international agents; seeks to increase contacts; is a member of relevant marketing focussed organisations. ● Participate in professional development opportunities relevant to IS.