POMPALLIER CATHOLIC COLLEGE
JOB DESCRIPTION

JOB TITLE	**International Director**
HOURS OF WORK	Average of 20 hours per week
REUMERATION	Duties lie within the Work Matrix Grade 6 for Administration Support Staff, of the Support Staff in Schools' Collective Agreement
RESPONSIBLE TO	Principal
FUNCTIONAL RELATIONSHIPS WITH	International Dean International Students Homestay Coordinator Homestay Families International Agents Office Manager Finance Officer All Staff Students

ROLE SUMMARY:
The International Director is a leadership position within the school. The International Director will:
1. Provide strategic leadership for the international programme.
2. Ensure compliance with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and other related regulations.
3. Provide services to ensure international students are fully supported at every stage of their enrolment.
4. Market and promote the school and its programmes for the purposes of recruiting and supporting international students.
5. Ensure the effective administration and management of the international department, including management of international staff.
6. Build effective communication and relationships across the school to ensure that international students are fully integrated into the academic, social and support networks of the school community.

PERSON SPECIFICATION:
The International Director will possess the character and competencies to ensure the school achieves its goals for international education. The International Director will:
1. Have a proven track record of leadership and management in international education or a related field.
2. Demonstrate high levels of integrity and professionalism.
3. Be able to relate to a diverse range of stakeholders including students, school staff, parents, caregivers, education agents and commercial suppliers.
4. Demonstrate high levels of cultural intelligence and competence.
5. Possess excellent written and oral communication skills.
6. Be highly organised with the ability to manage multiple projects and work to strict deadlines.
7. Be strategic in their approach.
8. Have sound financial skills including setting and managing budgets.
9. Understand the principles of effective marketing and promotion within a service industry.
10. Have the ability to grow current markets and identify and develop new markets for international students.
11. Be familiar with New Zealand schooling and curriculum and be able to explain these to prospective families and agents.
12. Be able to travel internationally to market and promote the school.

KEY PERFORMANCE AREAS	**RESPONSIBILITIES**	**PERFORMANCE INDICATORS**
Accept a commitment to support the purpose and Special Character of the College as outlined in the document *"The Character of a Catholic School"*	The Special Character of the College is supported	Attend and support Special Character activities as required Support Special Character values and attitudes

KEY PERFORMANCE AREAS	RESPONSIBILITIES	PERFORMANCE INDICATORS
Strategic Leadership	1. Maintain an international programme that benefits all students and staff 2. Develop a strategic plan for the international student programme and meet the goals set 3. Promote the inclusion, health, welfare and academic learning of all international students 4. Present and manage an annual budget for the international department 5. Develop and implement policies and procedures to further the strategic goals of the programme and compliance with regulations 6. Report to the principal regularly on the outcomes of the international programme 7. Present to the board of trustees as required	1. The school and its students and staff benefit from the international student programme 2. The strategic direction of the programme is clear and agreed to by the principal and board 3. International students feel included, supported and able to achieve their personal and academic goals 4. An annual budget is presented to the management team and agreed budget is adhered to 5. Appropriate policies and procedures are in place and adhered to 6. The board is kept informed on the outcomes of the international programme
Compliance	1. Ensure the school's international programme complies with all relevant regulations and in particular The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 2. Undertake annual self-review and complete attestation as required by the NZQA 3. Implement appropriate changes to policies, procedures and processes to strengthen compliance and good practice	1. The international programme complies with the Code in all respects 2. Annual self-review is completed, and attestation submitted to NZQA on time 3. An action plan is drawn up and acted upon in response to self-review
Student Support (in liaison with the International Dean)	1. Ensure that the academic and pastoral needs of international students are met 2. Monitor progress of international students and liaise with International Dean and teachers on course selection, achievement and attendance of international students 3. Ensure early intervention and support for students at risk 4. Oversee the work of the Homestay Coordinator to ensure high quality of accommodation provision to students	1. Students feel supported and able to achieve to the best of their ability 2. Students can enter the courses they choose (where possible) and problems with attendance or lack of progress are identified early 3. Students at risk are identified and supported as early as possible 4. Students are happy and safe in their accommodation (in liaison with the Homestay Coordinator) 5. Parents receive regular updates 6. Parents are well informed about their child's physical

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	5. Ensure regular reporting to parents / legal guardians on the overall progress of their children. 6. Ensure parents are informed about their child's wellbeing at school and in accommodation 7. Ensure that a staff member is available 24/7 to respond to emergencies	and mental health and wellbeing in accommodation 7. There is immediate response to emergencies
Marketing	1. Develop and implement an agreed marketing strategy 2. Proactively recruit international students from identified markets to the school 3. Promote the school to education agents, in NZ and offshore and manage relationships with agents 4. Participate in educational fairs or other activities for promotion according to strategy 5. Ensure marketing material is relevant, accurate and current 6. Take appropriate steps to ensure staff safety when overseas marketing 7. Ensure school funds are used appropriately and accounted for during offshore marketing 8. Liaise with ENZ, the crown agency for international education and other government departments and sector-representative groups as necessary in order to remain informed of industry developments and opportunities 9. Ensure delivery of excellent service to stakeholders to maintain the programme's excellent reputation	1. An appropriate marketing strategy is in place and students are recruited from identified markets 2. Partnerships are in place with education agents and agents are monitored and managed 3. The school is promoted via various marketing channels as appropriate, including social media 4. Marketing materials are kept up to date, accurate and relevant to specific markets 5. Staff marketing offshore are safe 6. There is prudent management and accountability for funds used for offshore marketing 7. International staff are informed on sector developments, government policy and industry opportunities 8. The reputation of the school's international programme is excellent and supportive of our Catholic, Marist Special Character
Department Management	1. Recruit, train and manage international department staff as needed 2. Promote a positive, safe and supportive international team environment 3. Ensure international department staff understand and follow relevant policies and procedures 4. Ensure that international staff provide excellent service to students, including providing orientation	1. The international department is staffed as needed with high calibre staff 2. International staff feel supported, trusted and safe 3. International department staff understand and comply with the Code and school policies and procedures 4. International students, parents and agents receive quality service and feel informed and supported 5. Parents receive regular updates on their child's

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	programmes, academic guidance and pastoral support 5. Ensure good communication between international staff and parents or legal guardians 6. Participate in, and provide opportunities for other departmental staff to participate in relevant professional learning and development	academic progress and wellbeing 6. International department staff undertake relevant professional development
Communication	1. Ensure all school staff who deal with international students understand their Code responsibilities 2. Inform all school staff about the strategic goals of the international programme 3. Advocate for international students across the school 4. Build relationships with the senior leadership team, teachers and other staff in order to promote the inclusion and success of international students within the school 5. Promote the goals of internationalisation within the school to further engagement between international students and domestic students	1. All staff understand their obligations under the Code 2. Staff understand the goals of the international programme in the school 3. International students' interests are represented appropriately when necessary 4. The international department has good relationships with other staff, and international students are included and able to achieve their goals 5. International students are able to participate in community groups and events

Signature : ..... Date : .....

Printed Name : .....