

Wellington Girls' College

JOB DESCRIPTION

Homestay Manager

Responsible to:	Principal Director of International Students
Functional Relationships with:	Director of International Students China Market Officer and Chinese Student Support ESOL staff Financial Manager Business Manager Homestay providers Students
Hours of Work:	Permanent Part time position of 32 hours per week, predominantly during school hours. Hours will be flexible and will involve occasional weekend and evening duties including homestay and airport visits. Participate in the 24/7 Emergency Contact System
Annual Term of Engagement:	52 weeks including annual leave and statutory holidays
Terms of Employment:	As per the Support Staff in Schools' Collective Agreement. The position is graded as Grade 4 (administrator work matrix).
Performance Appraisal:	Performance standards and measures will be developed based on the responsibilities outlined in this job description.
E.E.O. Statement:	Wellington Girls' College is an equal employment opportunities employer
Review of Performance:	Performance against the requirements of this position will be reviewed on a regular basis in line with the school's performance review system

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting student potential and the school culture of high expectations, inclusion and excellence for all students. This school encourages all staff to contribute to the wider life of the school according to their skills and interests

OVERVIEW OF POSITION

To deliver effective homestay and pastoral services to Wellington Girls' College international students. To provide effective administration support for the international programme.

All duties will be compliant with the Education (Pastoral Care of Tertiary & International Learners) Code of Practice 2021.

PERSON ATTRIBUTES

- Strong IT skills, knowledge of Kamar & E-school would be desirable
- Ability to relate to teenage girls
- Excellent communication skills
- Attention to detail
- Good interpersonal skills and a pleasant and approachable manner
- Cross cultural skills & competency
- Clean driver's license and have a car

KEY RESPONSIBILITIES

Homestay Administration

- To maintain and regularly review all documentation and checklists associated with homestay appraisal and selection
- To manage the homestay registration, appraisal and selection process and to determine the placement of students
- To write homestay profiles and maintain homestay database- To generate/ create Homestay profile from eschool
- To prepare the fortnightly homestay payment schedule. This is to be forwarded to the Financial Manager at the start of or prior to payment day.
- To publish the Student and Homestay Contact Details booklet
- To prepare and distribute the Homestay Guidelines booklet to prospective and new homestay families
- To publish regular email newsletters or school event updates for homestay families
- To be responsible for the Police Vetting of families providing homestay for international students
- To assist with pastoral care issues arising in the homestay
- To manage the end of year homestay refunds process
- To liaise with students and homestay families at the end of the year regarding holiday homestay payments and storage fees
- To ensure there is a current passport and visa copy on file for all international students
- To record and maintain current passport and visa details in Kamar and E-school
- To ensure all new students are met on arrival at Wellington Airport
- To manage the arrangements for homestay changes
- To organise at least one function per year to provide support and information to homestay parents
- To attend regular International Department meetings (once a week in principle)
- To attend Homestay Co-ordinator cluster and regional meetings and other professional development opportunities as they arise

Student Support Services

- To be available to help with general student questions and issues as they arise during the school day
- Participate in the 24/7 Emergency contact system as required by the Director of International Students
- To ensure student address details are current in Kamar and E-school
- To oversee the renewal of student visas
- To oversee the submission of student insurance claims
- To assist with the orientation programme for new students, including opening bank accounts, uniform, payment of school expenses, school and city orientation trips
- To assist with the planning and provision of student activities, outings and overnight trips during the year
- To assist with activities during the International Activity Programme and during Derived Grade Exam week
- To perform extra duties as required during International Director marketing trips offshore

GENERAL RESPONSIBILITIES

- Ensuring the safety and wellbeing of students at all times
- Any other duties as required from time to time
- Encouraged to continually improve range and level of skills. Professional development opportunities will be offered and attendance is required.

This position is subject to the requirements of the Children's Act 2014.

Wellington Girls' College is declared a smoke-free area and has a no smoking policy for staff and students.

Signed:	Employee:	_____
	Principal:	_____
	Date:	_____