



Bayfield High School

Job Description

Homestay Coordinator

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| Responsible to: | The Director of International Students and the Principal |
| Directly Responsible to: | The Director of International Students |
| Working Relationship With | The International Student Coordinator, all staff, parents and students |
| Hours of work: | Salaried position based on an average of 20 hours per week over the full year. The contract is renewed year by year based on the expected numbers of International Students. |
| Remuneration: | As per the Support Staff in Schools Collective Agreement. |
| Key Responsibilities: | To coordinate and manage all Homestay matters, including associated administrative functions and to provide a high level of pastoral care for all international students in Homestays. |
| Key Tasks: | <ul style="list-style-type: none">• Advertise and enlist suitable Homestay families. This includes a visit to each home, arranging police vetting of all occupants over 18, and obtaining a signed Homestay contract.• Visit current Homestay families in their home, twice a year, in accordance with the Ministry of Education Code of Practice for International Students.• Airport transfers as required.• Establish a rapport with students and offer support where required with regard to Homestay matters• Be available outside school hours to field calls from Homestay families and students and resolve any issues promptly and effectively. Where advice is required, contact the International Student co-ordinator or the Director of International Students at the earliest opportunity.• Keep Homestay booklets updated and distribute as necessary.• Arrange meetings to speak with each student, individually, at least once each term, to ensure all is well.• Attend weekly department meetings and report any relevant issues. |

- Report to International Student Co-ordinator on all relevant matters and potential problems.
- Maintain a record of all Homestay contacts, including details of problems and advice given.
- Keep abreast of all updates to the Ministry of Education Code of Practice for International Students and update practices as necessary, in conjunction with International Student Co-ordinator.
- Assist International Student Co-ordinator with visa, passport and insurance matters for each student as required.
- Prepare enrolment packs and distribute as directed
- Assist students with holiday plans including obtaining the necessary authorisations
- Advise students of sporting and cultural opportunities etc. and encourage participation
- Assist the International Student Co-ordinator with Orientation Programme, including participation in an educational / sightseeing trip
- Any other related task that may be reasonably requested by the International Student Co-ordinator, Director of International Students, or school management.
- Own vehicle and current drivers licence essential.

Requirements