

Job Description



Position		Terms of employment	Responsible to
International Homestay Co-ordinator/Student Support		Support Staff in Schools Collective Agreement	Director of International Students
Central Beliefs			
<ul style="list-style-type: none"> The Lincoln tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do. We are all Life Long Learners (Everyone is capable of learning). We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand 			
Employment Status			
<ul style="list-style-type: none"> TTO part time (20 hours/week) position – combination of set and flexible hours with some weekend and evening work. Plus, additional hours as negotiated and agreed by both parties. 			
Key Descriptors of an Effective International Homestay Co-ordinator/Student Support at Lincoln High School			
Roll Summary & Responsibilities	<p><u>Homestay Co-Ordinator</u></p> <ul style="list-style-type: none"> Respond to enquiries, advertise for (as necessary) and recruit and train quality homestay families for Lincoln High School Provide applicants with information and application packs Process applications from families wishing to host international students Visit prospective homestay families, and other accommodation providers as required, at home, interview them, and assess the family's suitability as a residential caregiver Make appropriate student / host family placements and monitor those placements during the student's stay Clearly communicate the school's standards and expectations with regards to being a host family and ensure host families fully understand their obligations under the Code Ensure all paperwork is submitted and agreements are signed between the school and all accommodation providers. 		

- Train homestay families in best practice and cultural competence
- Ensure effective administration of accommodation placements, and maintain records and appropriate documentation
- Enter student and host family data in KAMAR and eSchool and generate documents as required
- Prepare a profile of the family, including photos, in eSchool, to be sent to students and agents during the placement process
- Maintain communication between school and host families including termly newsletters
- Send relevant departure information to host families and arrange for host families to take their student to the airport or deliver them to pre-arranged accommodation prior to their flight

Student Support

- Welcome students at the airport with a goody bag
- Arrange collection of students on arrival from the airport (or other arrival point) by the host families when practicable, otherwise, collect students and deliver them to the accommodation
- Be available for students during school break times
- Assist students to join co-curricular activities
- Provide pro-active pastoral care and support to students to ensure their ongoing happiness and wellbeing, and work with the International Director / other staff to identify students requiring mental or emotional support or suffering from homesickness or culture shock
- Assist students with appointments and / or visits to medical facilities
- Assist with student social events as required

General Administration

- Provide administrative support to the International Director
- Understand and comply in all respects with the Education (Pastoral Care of Tertiary and International Students) Code of Practice 2021 (the Code) and other related regulations as they relate to accommodation, student welfare and safety
- Communicate effectively to build relationships with international staff, caregivers, students and other stakeholders
- Assist the International Director and the International Department with student/homestay orientation
- Report any concerns or complaints to the International Director immediately
- Keep open communication with all involved in the care and wellbeing of international students

	Tasks related to Short Term Groups <ul style="list-style-type: none"> • Short term visiting groups are a well-established and integral part of Lincoln High School. A large amount of preparation is required prior to the arrival of a group and a full programme is offered during their stay. • Arrange homestay placements for short term groups. • Writing thank you letters and send evaluation forms to homestays. • Liaise with outside agencies to establish pricing and activities of individual tours. • Make bookings to establish itineraries for visiting group. • Involvement with day trips with students during their visit 	
Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to areas of responsibility. 	
Building Learning Capacity Life Long Learning	<ul style="list-style-type: none"> • To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility. • To attend professional development and training courses as provided or funded by school. 	
<div> <div> Signed (Employee): _____ Date: _____ </div> <div> Signed (Employer): _____ Date: _____ </div> </div>		