

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 (30 hours/week) position – combination of set and flexible hours with some weekend and evening work. • Plus, additional hours as required and by mutual agreement and with appropriate authority in advance. 		
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
- Escalate any serious student wellbeing or pastoral concerns to the International Director
- Assist students with appointments and / or visits to medical facilities
- Assist with student social events as required
- Assist with the interviewing of students as time allows

Finance

- Providing information to support the establishment and maintenance of the annual international budget
- Checking and preparing student accounts for payment.
- Ensuring the school has homestay accounts/bank details.
- Work with the accounts team with regards to payments of students attending LHS
- Work with the Accounts team to ensure that all international student payments are processed accurately. This includes providing the necessary invoice coding and supporting documentation for each payment in a timely manner.
- Review all homestay account balances annually and refer to International Director any refunds or write-offs to be processed in line with the school's policies.

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

	<ul style="list-style-type: none"> • 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 • Assisting students with purchase and hire of school uniforms • Process Visa's for students when required. • Helping and assisting with functions and catering. • Assist with school tours for prospective agents and students <p>Tasks related to Short Term Groups</p> <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 <p>Flexible Hours and Time Management</p> <p>Hours are primarily scheduled during standard working times. Employees are expected to work the hours necessary to fulfil their role. Hours can be used flexible during periods of increased or decreased workload, with prior agreement from the International Director. This arrangement provides flexibility while ensuring operational needs are met.</p>	
Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to areas of responsibility. 	
	<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. 	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Employer): _____ Date: _____</p>		