



Kerikeri High School

JOB DESCRIPTION

International Homestay & Administration Assistant

Responsible to: International Director

Functional relationships with: Homestay Manager, International Manager, International Assistant, Residential Caregiver & Homestay families, ESOL teacher, Principal, Finance & HR Manager, Kerikeri High School staff and students, international recruitment agents and natural parents.

Primary purpose of the role: Under the direction of the International Director and Homestay Manager assist with core Homestay accommodation duties and general International Department duties.

Core Competencies

- Patience and level headedness
- Relate to people of all walks of life especially young people/teenagers
- Confidentiality
- Have the ability to relate to students, caregivers, education agents and colleagues with a high level of empathy and professionalism.
- Demonstrate advanced levels of cultural intelligence and competence.
- Excellent communication and mediation skills.
- Have the ability to work under pressure, solve problems and meet deadlines.
- Have the ability to remain calm, show initiative and make good decisions in a crisis.
- Flexible.
- Ability to work effectively as part of a small team as well as independently.

Key tasks	Performance Areas
Accommodation Programme	<ul style="list-style-type: none">• Assist the Homestay Manager to recruit, assess and train homestay families for the school.• Make appropriate student placements into host families and monitor those placements during the student's stay as directed by the Homestay Manager.• Ensure effective administration of the accommodation placements, safety checks, maintaining records in eSchools Pro and appropriate documentation.• Record student absences and liaise/monitor with host families.• Emergencies are responded to immediately.• Assist with providing a homestay orientation to students as part of their school orientation.• Inspect and monitor designated caregivers prior to, or as soon as practicable after arrival of a student and monitor on an ongoing basis to ensure living conditions and care continue to meet required standards as directed.• Assist the Department to provide a "meet and greet" service to all students both in Auckland and Kerikeri airports.
Pastoral Care	<ul style="list-style-type: none">• Support students as and when needed, including taking students to medical appointments during school hours.• Assist with the planning and implementation of the Termly Progress Interviews to comply with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Events & Activities	<ul style="list-style-type: none"> • Organise Homestay Family events to foster and support a warm and caring homestay network and other events & activities as requested. • Weekly Academic Plus Programme transport as required.
Administration	<ul style="list-style-type: none"> • Supporting the International Director in the day-to-day administration of the International Student Programme.
General	<ul style="list-style-type: none"> • Undertake other duties and projects from time to time as requested by the International Director, Principal or Deputy Principal. • Professional and timely response to enquiries.
Health & Safety	<ul style="list-style-type: none"> • Understand and comply in all respects with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and other related regulations as they pertain to accommodation, student safety and welfare. • Comply with Health and Safety legislation and Kerikeri High School policies and procedures. • Share the Emergency 24/7 phone. • Know what to do in evacuations and emergencies.

This Job Description forms part of the Terms and Conditions of Employment and should be read in conjunction with the Employment Agreement referenced in the Offer of Appointment Letter.

Employee Name : _____

Employee Signature: _____ Date: _____