



CHRIST'S COLLEGE
CANTERBURY

**SCHEDULE OF RESPONSIBILITIES
& PERSON SPECIFICATION**

<u>POSITION:</u>	International Student Manager
<u>RESPONSIBLE TO:</u>	Director of Advancement
<u>PURPOSE OF POSITION:</u>	To organise and manage the recruitment and enrolment of international students and assist with the care and support of the students
<u>FUNCTIONAL RELATIONSHIPS</u> - Internal	Executive Principal Deputy Principal Finance & Operations Department Admissions Registrar Advancement Department ESOL teacher Housemasters Matrons Academic staff Boys
<u>FUNCTIONAL RELATIONSHIPS</u> - External	Agents Parents of students Immigration Department Ministry of Education - NZQA Partner schools Old Boys Educate New Zealand Christchurch Educated Sieba

PERSON SPECIFICATION

We are seeking a self-starter and team player with a desire to provide the best environment for our current and prospective students and their families. In this climate, you will need a creative mind to identify opportunities for maintaining and recruiting students. Careful forward planning is required to develop and execute an engaging holiday programme for our students each term.

Attributes/skills

- High levels of integrity and professionalism
- Ability to relate to a diverse range of stakeholders including students, school staff, parents, caregivers, education agents and commercial suppliers
- Considerable cultural intelligence and competency
- Excellent written and oral communication skills
- Be highly organised with the ability to manage multiple projects and work to strict deadlines
- Sound financial skills including setting and managing budgets
- An understanding of the principles of effective marketing and promotion within a service industry
- Ability to grow current markets and identify and develop new markets for international students
- Familiarity with New Zealand schooling and curriculum and be able to explain these to prospective families and agents
- Flexibility to travel internationally to market and promote the school
- Presentation development and execution

OTHER SKILLS REQUIRED

- Self starter
- Ability to work autonomously, and also work as part of a team
- Continuous improvement focus – reviewing and improving systems and processes
- Ability to prioritise work
- Database programme capability
- Excel skills
- A second language would be advantageous

GENERAL CONDITIONS

1. The hours of work will generally be 37.5 – 40 hours per week Monday to Friday. However additional work is required from time to time, particularly while travelling for offshore marketing
2. The International Student Manager is expected to dress appropriately to the duties being carried out
3. Regular domestic and international travel are required in this position (within the constraints of Covid-19)

KEY RESPONSIBILITIES

- International marketing and student recruitment
- Communication with prospective and current students' parents
- Assisting with the pastoral care, ESOL, co-curricular experience for international students
- Communicating with Old Boys and their families, and coordination of events for Old Boys, donors and members of the school community in their country of residence.
- Other marketing and administrative duties as required
- Work alongside and support the Admissions Registrar
- Assist with the Advancement Department as and when required
- Reporting regularly on progress, development and opportunities to the Director of Advancement
- Assist staff in enhancing global competency in all students

KEY ACCOUNTABILITIES	PERFORMANCE STANDARDS	PERFORMANCE MEASURES
<p>Code of Practice</p> <p>Ensure College meets its requirements under the Code of Practice.</p>	<p>College has an up-to-date Code of Practice.</p>	<p>The Code of Practice is up to date and meets the standards set by the Ministry of Education.</p> <p>Relevant parties in the school are aware (through the PCC) of the Code of Practice and adhere to its provisions.</p> <p>An annual self-review is carried out to ensure compliance with the Code of Practice.</p>
<p>Enrolment and Orientation</p> <p>Oversee and manage enrolment and orientation of international students.</p>	<p>Ensure that there is a clear process for the enrolment and orientation of international students into Christ's College.</p>	<p>Liaise with families and ensure that they are aware of our expectations and follow the College's enrolment process.</p> <p>Ensure that all enquiries are followed up and recorded using the College's procedures in Synergetic.</p> <p>Plan and oversee the orientation of international students into College and manage their welfare throughout their time at College.</p> <p>Ensure the student handbook is up to date.</p> <p>Manage the interview process for students into different areas of College.</p>

KEY ACCOUNTABILITIES	PERFORMANCE STANDARDS	PERFORMANCE MEASURES
<p>Pastoral</p> <p>In conjunction with the Housemaster, assist with the pastoral and academic care of international students.</p> <p>Coordinate activities for international students in addition to the Boarding Recreational Programme.</p> <p>Develop and manage international holiday programme during school breaks</p>	<p>In consultation with the Housemaster, oversee the welfare of students on a day-to-day basis.</p> <p>International students are assimilated into the College and participate fully in College life.</p> <p>An engaging and well attended holiday programme when it is not possible for students to return to their homeland as a result of Covid-19.</p>	<p>Regular communication occurs with students.</p> <p>Ensure weekly communication with parents occurs regarding the welfare, progress and achievement of their son.</p> <p>In conjunction with Housemasters, ensure that students are safe, their needs are being met and they are involved in sporting and cultural pursuits.</p> <p>International students are engaged in the Boarding Recreational programme.</p> <p>International students are engaged in their holiday programmes.</p>

KEY ACCOUNTABILITIES	PERFORMANCE STANDARDS	PERFORMANCE MEASURES
<p>Coordinate College's international programme</p> <p>Define targeted geographies.</p> <p>Develop a network of preferred agents.</p> <p>Maintain relationships with embassies as required.</p> <p>Develop a three-year international student marketing strategy.</p>	<p>Pro-actively recruit international students via targeted geographies.</p> <p>Proactively recruit and liaise with identified agents to promote our international programmes.</p> <p>Actively promote the College with these embassies.</p> <p>In conjunction with the Executive Principal and Director of Advancement, develop a three-year strategy for international students.</p>	<p>Clear rationale and plan around chosen geographies that will be targeted for recruitment.</p> <p>Identify and develop an effective recruiting channel for international students. This should include establishing an agent network and working with International Independent Schools Cluster Group.</p> <p>Feasible trips and marketing costs are shared.</p> <p>A current database of all agents is maintained. These agents are regularly communicated with and managed according to the Code of Practice.</p> <p>Regular communication and material are supplied to these embassies as appropriate.</p> <p>A marketing strategy is developed and implemented.</p> <p>The Executive Principal Marketing and Communications Director are regularly informed about the numbers of international students in College and any potential trends.</p>

KEY ACCOUNTABILITIES	PERFORMANCE STANDARDS	PERFORMANCE MEASURES
<p>Marketing and promotion of international students in conjunction with the Advancement Department.</p>	<p>Oversee the development of marketing material on College's website and liaise with the Advancement Department.</p> <p>Review and refine all international collateral with the Advancement Department.</p> <p>Develop and maintain an international student roll of 30 students, with a global distribution of students.</p>	<p>The future enrolment of international students into the College is taken into account as part of the marketing strategy.</p> <p>The website and prospectus are up to date and relevant.</p> <p>Progress is achieved to roll targets, with a global distribution of students.</p>
<p>College-wide Strategy</p>	<p>Assist as required with the development, implementation and achievement of College's strategic goals.</p>	<p>An annual operational plan for international students is presented in a timely manner and the appropriate format, which aligns with College's strategic plan. This is effectively communicated to stakeholders once approved.</p> <p>Inform the Executive Principal and Director of Advancement on a regular basis about the numbers of international students in the College and any future trends.</p> <p>Strategically plan the future enrolment of international students into College.</p>
<p>ESOL Programme</p>	<p>In consultation with the College ESOL Teacher, coordinate College's ESOL Programme to the particular needs of students.</p>	<p>As per curriculum guidelines. All teaching requirements are met.</p>

KEY ACCOUNTABILITIES	PERFORMANCE STANDARDS	PERFORMANCE MEASURES
Financial	Assist with the development of annual financial budgets and operational plans.	An annual budget is prepared in conjunction with the Director of Advancement.
Growth	Develop a financially viable international student short term programme/s operating from Jacob's House during Terms 1 and 4.	Short term programmes operating across multiple geographies.
Junior Round Square Programme	<p>Facilitate fortnightly meetings with the junior committee members.</p> <p>Guide junior students in the development of Round Square activity and awareness across the junior school.</p> <p>Plan and implement a junior Round Square day.</p> <p>Identify and execute exchange opportunities with global Round Square schools.</p>	Round Square ideals are immersed at Years 9 and 10.

It is clearly understood that the specific duties listed above may be amended from time to time by consultation to ensure the changing needs of the students and Christ's College are met.