



FRASER COAST
ANGLICAN COLLEGE

Fraser Coast Anglican College *Role Statement*

ROLE TITLE:	<i>Director of International</i>
DEPARTMENT:	International
REPORTS TO:	Business Manager
RESPONSIBLE TO:	Principal
AWARD	The Anglican Schools Enterprise Workplace Agreement 2018
LEVEL	Level 5 Minimum
DATE PREPARED:	11 February 2010
DATE REVISED:	15 October 2019

ORGANISATIONAL ENVIRONMENT:

At Fraser Coast Anglican College, we provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.

ORGANISATIONAL EXPECTATIONS:

The Director of International is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Director of International

Private and Confidential
October 2019

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

Teaching staff are also required to maintain their Teacher Registration.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the College Child Protection Policy.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The **Director of International** is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

The Director of International is appointed by the Principal in consultation with the members of the Executive Leadership Team. The appointee is responsible to the Principal via the Business Manager and is expected to work in consultation with all members of the Executive Leadership Team and staff and students across the College.

The position will attract a salary as determined through discussion on appointment and will be reviewed by the Principal on an annual basis.

This is a senior position in the College and is responsible for the efficient and effective management of the International Program of the College.

RELATIONSHIPS AND AUTHORITY

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from the Business Manager or Principal.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the relevant College policies and procedures.

The position is responsible to the Business Manager for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

The Director of International may be required to oversee other staff in the performance of their duties and to provide instructions to officers, staff, volunteers and students in their area of knowledge.

The International and Events Coordinator reports directly to the Director of International and is responsible for the day to day running of the International Department in conjunction with the Director of International.

RESOURCES AND BUDGET (if applicable):

The International Department is organised as a business entity within the broader College business. The annual budget for the International Department is considerable and sits within the College budget. The preparation, monitoring, evaluation and management are the responsibility of the Director of International in consultation with the Business Manager.

KEY ACCOUNTABILITIES:

Working with Agents and International Partners

- Develop and maintain positive and effective relationships with agents and international partners to ensure productive negotiations, maximised marketing opportunities and recruitment of students and study tours.
- Ensure agent agreements are current.
- Ensure regular and effective communication with agents and international partners regarding student progress, pastoral needs of students, behaviour issues, and home stay relationships.

Management and Compliance

- Ensure FCAC is compliant with the National Code, ESOS and CRICOS regulations.
- Liaise closely with CRICOS regarding registration, fees, and other CRICOS requirements.
- Maintain the PRISMS online system and DIMIA reporting system.
- In consultation with the Business Manager, take responsibility for the administration, planning, monitoring and efficient management of the International Department budget.
- Oversee the operations of the International and Events Coordinator.
- Liaise regularly with homestay families via information nights, information booklets and other relevant platforms.
- Ensure child safe environments with homestay families through compliance with Child Protection and Blue Card requirements as well as any other relevant policies and legislation.

Marketing

- In consultation with key stakeholders develop an International Marketing Plan that is consistent with the College's Strategic Plan.
- Attend International Education fairs/exhibitions/workshops.
- Develop and maintain links and productive relationships with partner schools.
- Promote the International program to prospective markets, as well as the College community, through relevant platforms.

Full Fee Paying Oversees Students (FFPOS)

- Assess all FFPOS applications and provide advice to Principal for approval.
- In collaboration with the Registrar, handle all matters relating to the application process and enrolment of FFPOS Students.
- Comply with the School policy and Government legislation in relation to FFPOS enrolments.
- Liaise with agents and overseas families regarding future and present enrolments.
- Prepare international student orientations for new students.
- Undertake administrative duties related to Overseas Student Health Cover (OSHC), visa renewals, transferring students and maintain appropriate records as required.
- Ensure compliance with CRICOS and other relevant policies / legislation.
- In collaboration with the relevant Head of School, homestay families and other staff, oversee the pastoral needs of FFPOS students in terms of appropriate health cover, behaviour issues, student progress, etc.

Study Tours

- Ensure close liaison with agents/schools and other stakeholders regarding long and short term study tours.
- Develop Study Tour contracts.
- Develop quotes for Study Tours.
- Develop and implement appropriate orientation program for visiting groups.
- Deliver an efficient and engaging programs for short term study tours which includes draft itineraries, tour contracts, orientation programs, financial arrangements.
- Provide effective communication between agents, FCAC staff, school accounts, Principal, International and Events Coordinator, homestay families and parents.

International Department

- Develop and implement a Strategic Plan for the International Department to ensure that the department is profitable and maintains a strong reputation within the International Education Community.

Homestay

- Liaise with International and Events Coordinator regarding operations pertaining to effective homestay arrangements, induction and orientation programs for students and families.
- Source and recruit homestay families that have the capacity to provide safe, engaging and nurturing homestay environments.
- Manage any issues that arise with homestay families in a professional manner that also places a priority on the needs of the student.
- Develop and maintain productive and positive relationships with homestay families.

Teaching

- The Director of International may be expected to be involved with Study Tour classes at different levels, depending on the level of qualifications held.

Other

- Other duties as may be required by the Principal.