



Northcote College

Job Description

POSITION International Student Homestay Support and Administrator

RESPONSIBLE TO Director of International Students

Northcote College is a signatory to the Code of Practice for the Pastoral Care of International Students (the Code).

Key Tasks

- Administering police vetting of homestays
- Ensuring that homestay arrangements, without exception, meet the requirements of the Code.
- Visiting homestay accommodation twice a year
- Keeping a record of homestay visits
- Supporting Homestay Coordinator in providing advice and guidance and information sharing/support seminars for homestay families
- Liaising with and reporting to the Director of International Students, Accommodation Manager and/or Principal regarding homestay accommodation
- Support accurate recording of payments to homestay families
- Checking that all students have current student visas and passports
- Checking that all students have medical/travel insurance before they begin their studies. Supporting students with insurance claims
- Managing student departure dates and holiday time away from homestays. This includes arranging student airport transfers for students departing
- Engaging in pastoral conversations with long term students once a term
- Keeping data on all students in Eschool. Entering new students details on Eschool and Kamar i.e overseas addresses, agents, guardians, insurance, visa expiry, letters, accounts
- Couriering documents as required
- Any other reasonable request from the Director of International Students and/or Principal.

Hours of Work

The Homestay support and administrator will work an average of 30 hours per week, 40 weeks per year during term time only. The hours of work are flexible and need to be managed to accommodate the peaks and troughs in workload.

Expenses

- Vehicle expenses
Northcote College will pay 0.62 cents per km for business travel in a personal vehicle. (Note: The vehicle must be registered and warranted, and the Homestay support and administrator must hold a current NZ drivers' licence.)
- Cellphone expenses
Northcote College will cover school-related cellphone expenses.

- Other expenses

Northcote College will reimburse other legitimate and reasonable expenses incurred in the course of school business.

Expense reimbursements are made on the Northcote College expense reimbursement form and GST receipts must be provided.

Signed by: _____
Homestay Support and Administrator

Date: _____

Signed by: _____
Principal

Date: _____