



Head of International Programs

POSITION SUMMARY

POSITION TITLE:	Head of International Programs
RESPONSIBLE TO:	Principal
ADDITIONAL KEY RELATIONSHIPS:	Homestay Coordinator, Registrar, Integrated English Coordinator
FULL TIME / PART TIME:	Full time

POSITION / PERSON DESCRIPTION

Primary Objectives

1. The Head of International Programs is responsible for the operation of the Oxley Christian College International Programs. This requires working with international students, international parents and College staff, including the College Homestay Coordinator, homestay parents, government authorities and international education agents.
2. To support and maintain the Christian ethos of the College, demonstrate a vibrant Christian faith, demonstrate a unity of purpose and loyalty to staff, and adhere to the policies and procedures of the College.
3. To lead the College's international team and provide support to students, parents, College staff and international education agencies. To work within a multi-disciplinary team while maintaining a professional approach towards the College and international settings.
4. To provide relevant International Programs strategic and risk management advice to the College Principal.
5. To prioritise and provide a quality client service for international students at the College.

Essential Requirements

The Head of International Programs will:

- be a practicing Christian;
- hold current registration with the Victorian Institute of Teaching (VIT);
- have outstanding interpersonal, oral and written communication skills;
- have a strong understanding of the Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2017 (National Code);
- have the ability to work with international education agencies;
- hold a comprehensive understanding of the Oxley International Students Program; and
- enjoy working with students.

Remuneration

This is a substantive position within the Oxley Christian College salary scale. The role has some inherent flexibility in that it may be full time or part time, depending on elements of the position description that could be allocated to current staff. It could be a full time role with a small teaching component for example. The Head of International Programs will have a remuneration level based on skills and experience relevant to the role.

POSITION OBJECTIVES

The detailed role and responsibility of the Head of International Programs is to:

- Uphold the College's Christian ethos, values and standards in accordance with its mission and policies.
- Provide relevant strategic and risk management advice to the College Principal.
- Prioritise and provide a quality client service for international students at the College.
- Determine all destinations for overseas marketing annually. Travel overseas as required by the College in response to marketing needs.
- Annually review all marketing strategies in line with budget allocations.
- Develop new markets for recruiting students as the need arises and within the budget allocation.
- Develop and review marketing literature in liaison with College marketing teams.
- Develop a strong rapport with overseas education agents and respond to individual needs and requirements with respect to literature and student inquiries.
- Manage student applications. Respond and process all international student applications in liaison with appropriate College staff.
- Develop close links with the Australian Department of Immigration and Border Protection (DIBP) and attend key meetings as required.
- Communicate with relevant stakeholders.
- Interview prospective overseas applicants who apply in person to the College.
- Be available to the parents of international students who come to the College for information or for a social visit.

- Oversee the Homestay program through meetings with the Homestay Coordinator. Organise and run Homestay Information Evenings.
- With the Homestay Coordinator, facilitate the resolution of issues of concern directly relating to the international student welfare and concerns.
- Deal with unsatisfactory Homestay issues and student performance.
- Assist in the occasional recruitment and selection of English as an Additional Language (EAL) teachers.
- With the Coordinator of Integrated English, develop a detailed EAL syllabus for Integrated English to cover 10 and 20 week programs for use with new international students.
- Induct all new international students into the College on arrival and liaise with appropriate teachers regarding their programs.
- Design report sheets for EAL students in Integrated English classes.
- Develop new EAL Placement Tests in Listening, Grammar and Writing for use with new international students.
- Develop EAL assessments of the English capabilities of overseas applicants.
- Develop policy and guidelines in Teaching Methods for new EAL teachers.
- Assist in the preparation of an annual budget for the Integrated English program and choose relevant texts and teaching materials in liaison with EAL teachers.
- Review and trial all recommended current teaching materials available for Integrated English classes.
- Be a point of reference for staff and students in relation to the ESOS Act and National Code, as well as College policies and procedures relating to the education and welfare of international students.
- Ensure the College complies with the ESOS Act and National Code.
- Ensure the College submits all required information about international students to the Department of Immigration and Border Protection via the Provider Registration and International Student Management System (PRISMS).
- Liaise with English Language Intensive Courses for Overseas Students (ELICOS) Centres in relation to new literature and current trends and practice in EAL teaching.
- Assist with special functions at the College in which international students are involved such as the Oxley International Week.
- Organise and run regular international student staff meetings at the College.
- Attend meetings with Melbourne University, marketing groups, VISION and partnership groups.
- Attend College Core leadership meetings fortnightly and a retreat annually.
- Periodically report to the College Council on all issues related to International Programs.