



Head of International Students' Studies

POSITION SUMMARY

POSITION TITLE:	Head of International Students' Studies
AREA / DEPARTMENT:	International Programs
RESPONSIBLE TO:	Principal
ADDITIONAL KEY RELATIONSHIPS:	Registrar, Integrated English Coordinator, Homestay Coordinator, Head of Senior School
FULL TIME / PART TIME	Full time

PRIMARY OBJECTIVES

The detailed role and responsibility of the Head of International Students' Studies 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 about this area, to the Head of Senior School.
- Prioritise and provide a quality client service for international students at the College.
- Liaise with the Registrar to induct all new international students into the College on arrival and liaise with appropriate teachers regarding their programs, and liaise with the Head of Teaching and Learning as necessary.
- Attend international marketing events by invitation of the College Principal.
- Liaise with English Language Intensive Courses for Overseas Students (ELICOS) Centres in relationship to new literature and current trends and practice in EAL teaching.
- Liaise with the Registrar over ESOS and Immigration requirements and updates.
- Maintain a working knowledge of, and compliance with, ESOS Standards and the National Code of Practice.
- Assist international students with subject selection.
- Regularly review the academic progress of all international students.
- Maintain student entry level assessment standards of the College. Have a working knowledge of the assessment instruments used to determine eligibility and placement at the college eg AEAS; IELTS; IEKEN (Japan); DSE EAL Standards; Cambridge Assessment International Education.
- Review all academic documentation provided by a potential applicant to the College and provide feedback to the Registrar as to whether the applicant is
 - Rejected
 - Advised to undertake an ELICOS program

- Accepted into the IE program (and for how long)
- Accepted into mainstream study
- Conduct entry testing for onshore students when the academic level of an applicant requires verification.
- Conduct interviews for onshore applicants and, where appropriate, interview via video conference, for international students seeking entry to the College.
- Assist with special functions at the College in which international students are involved, such as the Oxley International Week and Chinese New Year.
- Assist in the resolution of discipline and performance issues of international students
- Chair international student staff (teacher) meetings at the College.
 - Review ongoing progress of students.
 - Determine readiness for transition to mainstream study
- Work with Year Level Coordinators with the transition of students from the IE program to mainstream study
- Chair regular meetings with the Registrar and Homestay Coordinator regarding international students matters
- Attend meetings with Melbourne University, marketing groups, VISION and Partnership Groups.
- Assist the Homestay Coordinator with educational issues and with 'Homestay evenings'.
- Assist in the recruitment and induction of EAL staff,
- With the Coordinator of Integrated English, maintain a detailed EAL syllabus for Integrated English to cover 10 and 20 week programs for use with new international students.
- Review the report formats for subjects offered in Integrated English program.
- Review and maintain EAL Placement Tests in Listening, Grammar and Writing for use with new international students.
- Maintain EAL assessments of the English capabilities of overseas applicants.
- Review and maintain 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 all recommended current teaching materials available for Integrated English classes.
- Act as the liaison person for international students undertaking a language program through the Victorian School of Languages (VSL).
- Act as the liaison person for international students undertaking a VET subject, as a component of their VCE, through an approved, registered provider.
- Attend College Core leadership meetings by invitation.
- Provide area reports to the Principal as requested.
- Assist with other aspects of the role as it develops and as required by the College Principal.