



WELLINGTON EAST GIRLS' COLLEGE

Te Kura Kōhine o te Rāwhiti o Te Upoko o Te Ika

JOB DESCRIPTION

DEAN - International (14 hours per week)

Essence statement: To support the social, emotional, academic, physical and spiritual wellbeing of international students through positive relationships, enabling them to be the best that they can be and be well prepared for the future.

Responsible to:

The Principal

Relating and Communicating with:

The Guidance Team, including the Guidance Leader, Guidance Counsellors, Deans, Senior Leadership Team, Ako Communities.
The Marketing Administrator and the Homestay Co-ordinator, International Education Agents, Parents and Residential Caregivers.
English Language Learning.

As a signatory to the Education (Pastoral Care of International Student) Code of Practice 2016 ('the Code') the school is bound to take direction from, and adhere to all outcomes and processes that are contained within.

Aim: Through school values and connection, involvement and integrity our aim is to:

- To support positive outcomes for our International Students
- To support the Ako Community, Dean's, Teaching, Guidance and Career staff in caring for our International Students

Primary Objectives:

1. Relational and Pastoral

- To develop and promote positive relationships with International Students, Dean's, Staff and the wider student support networks
- To be an advocate for students

2. Professional Leadership

- To participate in the Ako Community
- To work with whānau/teachers/support agencies to understand and meet the needs of International Students
- To share relevant and appropriate information and maintain confidentiality when required.

3. Academic

- To support students to reach their academic potential
- To monitor and track student achievement, and prepare pathways for their future

4. Administration

- To use data to identify the needs of students and implement appropriate interventions.
- Establish and maintain effective communication with students, staff, whānau and the wider student support networks to ensure student fully connected in school community.

5. Attendance

- To support Ako teachers to monitor and manage student daily attendance by coordinating appropriate actions.

6. Homestay

- To provide and oversee a quality homestay accommodation programme for students.

Duties & Responsibilities

Key Tasks	Expected Outcomes
Objective 1: Relational and Pastoral	
<ul style="list-style-type: none">• Develop positive relationships with students/whānau/ staff/agents• To be an advocate for students• To set clear boundaries and support the school kaupapa• To inspire students to develop and maintain high personal expectations• Develop and deliver orientation programme for new students and monitor welfare and integration of students into college life• Advise on student enrolment and participation in co-curricular activities• Advise agents and parents of any matters of interest or concern• Liaise regularly with Year Level Deans and Hauora team on pastoral and guidance matters related to International Student• Be on call for student and homestay emergencies, both in and out of school hours• Organise international student social functions and events	<ul style="list-style-type: none">• Wellbeing of students is supported• Attendance of students is supported• Achievement of students is supported• Early and efficient resolution of conflict is carried out with care to cover Code requirements• The vision and values of the school are maintained and nurtured• Timely and appropriate referrals are made when and if incidents or queries arise• Agents and parents are full informed of progress and any concerns which may arise• Year level Deans support International Students• Students feel connected to the International Student community.
Objective 2: Professional Leadership	
<ul style="list-style-type: none">• Work with the Ako Coordinator and Ako Community to ensure the Ako programme is inclusive of international student needs.	<ul style="list-style-type: none">• Ako teachers feel well supported and are effective in their role

<ul style="list-style-type: none"> • Empower Ako teachers to work with international students. • Communicate effectively with Guidance Team/Careers/WEGC staff/whānau/ outside agencies • Attend SIEBA and industry related meetings and workshops 	<ul style="list-style-type: none"> • Teaching, Guidance and Career Staff know and understand the implications of caring for International Students • All Staff feel well supported by the International team
Objective 4: Academic	
<ul style="list-style-type: none"> • Analysis of academic data to identify areas of need • Quarterly student surveys are completed • Put in place academic interventions to support learning • Class and subject placement in conjunction with students/parents/ agents/Deans/HOD ELL • Provide information to HOD ELL and Deans to assist in the success of students in their classes • Written reports for each student are sent to parents at the end of each term • Maintain records of all student achievement and any relevant communication • Meet with parents and caregivers as appropriate • In conjunction with Tertiary Liaison Officer supervise the preparation of documentation for IFPS leavers 	<ul style="list-style-type: none"> • Student achievement is supported • Students are in appropriate programmes which meet their needs and support future pathways • Assist students to take responsibility for their learning • Action changes highlighted in student survey findings • Priority learners are identified and supported • Support relationships with parents and Residential Caregivers • Students are supported to make good career pathway choices
Objective 5: Administration	
<ul style="list-style-type: none"> • Maintain accurate and relevant information in KAMAR • Establish and maintain effective communication with students, staff, homestay parents/parents • Regularly meet with International team to ensure seamless delivery of the programme • Annual Self Review of the Code for Attestation purposes and to identify key areas develop our programme • Quarterly board reports updating on the current programme 	<ul style="list-style-type: none"> • Accurate student data available and kept in multiple locations - school roll folder, office and on-line • Attendance and achievement data documented and analysed • Documentation such as the Self Review, Board Report, end of year report for use in Memnonian are prepared • Continued improvement the in the programme is driven through reflection and information gathering from students, agents, parents and staff

Objective 6: Attendance	
<ul style="list-style-type: none"> • Promote the importance of good attendance for achievement, • Support the fact that excellent attendance is a requirement of holding a Student Visa 	<ul style="list-style-type: none"> • Attendance of students is supported and appropriate in school action is taken to remedy poor attendance • Achievement of students improves • Notify Immigration New Zealand of extremely poor attendance so they may issue a warning
Objective 7: Homestay	
<ul style="list-style-type: none"> • Work with the Homestay Co-ordinator to ensure that the Code and Wellington East Girls' College requirements are met in regard to all aspects of the homestay programme, including: <ul style="list-style-type: none"> • registration by host families • appropriate checking, house and police • on-going communication and support to host families • resolution of incidents and concerns being dealt with promptly and in the correct procedural manner 	<ul style="list-style-type: none"> • Homestay obligations are met under the Code. • Students are provided with quality, safe and happy living environments • Host families are well supported and feel connected to the school and to their student

[Link to Deans Diagram](#) - Please download to review