



**Job Description for the position of  
FIRST LANGUAGE SUPPORT (KOREAN) - INTERNATIONAL**

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Hours:	Permanent or fixed term - varies by staff member 7 hours per week term time, Monday to Friday 8.40am to 3.20pm
Remuneration:	Support Staff in Schools Collective Employment Agreement
Reporting lines:	International Manager Director of International Students Executive Officer (HR matters only) Principal

The employer and the employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of the Rangitoto College School Board.

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***Prime Responsibilities / Key Tasks***

The primary purpose of this role is to provide high quality administrative and relational support to the Accommodation Team and International students to meet the changing needs of the school. The incumbent is required to build strong relationships with the International team, in particular the Accommodation Co-ordinators, other staff as well as Designated Caregivers, host families and members of the school community.

**International Students**

- Greet students and visitors courteously

**Office**

- Answering telephone and personal enquiries in a professional and helpful manner
- Explain Procedures and Guidelines in relation to International Students when required
- As requested, provide assistance to Student Services Co-ordinator in particular to receive and process online visa applications and issue when complete

**Code of Practice compliance DCG Assessment Visits**

- Conduct assessment and any other visits, to the Designated Caregiver (DCG) premises of international students
- Train DCG families with the responsibilities by the Code of Practice
- Conduct Room by room assessment of dwelling
- Engage adults in conversation to determine situation within home remains suitable under the Code of Practice
- Take comprehensive notes (as per the Code of Practice) during the visit and update them into eSchool within 2 working days of visit
- Be willing to be available after hours if required

**Student Relationships**

- Share team responsibility for the pastoral care of students at Rangitoto College
- Ensure each appropriate First Language student is interviewed every term in a private and confidential manner as per the Code of Practice
- Make and keep student Interview appointments every term

- Cover the following points in interview as per the Code of Practice
  - Emotional
  - Practical
  - Relational
- Record comprehensive notes of student interview on eSchool within 2 days of interview
- Ensure concerns arising from interviews are highlighted and passed to the Accommodation Team in the format required by the International Manager and Director of International Students

**Administration**

- Liaise with Agents as directed by Accommodation Co-ordinators and International Manager
- Assist with booking of airport arrival and departure transfers as directed by the Accommodation Co-ordinator
- Respond or forward all email correspondence in a timely manner
- As requested, showing visitors around the school campus
- eSchool and PCSchool addresses regularly updated
- Ensure all paperwork is completed accurately and kept up to date to meet Code of Practice requirements
- Maintains a clean current Drivers Licence

**Personal Attributes, Skills and Experience**

The position requires the application of the following personal attributes:

- Possess a friendly, patient, mature and professional nature with a sense of humour
- Maintain a professional appearance and demeanour when representing the college
- Display excellent people skills including the ability to relate to families with teenagers
- Demonstrate the ability to empathise with other cultures
- Exhibit a problem-solving approach to required situations

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 First Language Support (Korean) - International

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 Date

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 Director of Human Resources (Pam Watson)

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 Date