**

**Job Description – Homestay Manager**

**Please refer to Clause 3.5 Job descriptions of the** [**Support Staff Collective Agreement**](http://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/support-staff-in-schools-collective-agreement/part-3-remuneration/)

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| Position Title | Homestay Manager |
| Reports to | Director of International Students |
| Working relationships | Members of International Department, Principal, All Staff, Homestay Parents, Agents & international students |

**Employment Status**: Part-Time | 25 hours per week | 52 weeks

**Purpose of the position**

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| This position involves managing the selection of homestay families, the placing of international students with their host families and managing the ongoing relationship between students and their host families. |

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| Key Responsibilities | Appraisal Indicators |
| Homestay Families | Having sufficient homestay families for students |
| Homestay Placement | Number of student moves from Host families |
| Students | Ensure they settle in & their needs are met |
| Other Duties | Positive contribution to the culture of the team |

**Tasks and Duties**

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| **Homestay Families**   * Maintain and expand the network of suitable homestay families. * Assess potential homestay host families and ensure they meet all requirements of the code of practice including police vetting * Provide accurate information and forms to prospective homestays. * Monitor homestay by visiting each semester. * Dealing with conflict resolution between homestay, student, agent & school where necessary * Homestay payments to be accurately completed fortnightly & actioned by the finance department * Communicating with hosts regarding student arrivals, departures, holidays, events or any other eventuality which may impact on the student and homestay * Maintain records including all contracts, interview and incident notes * Being the first point of contact for homestays in the event of issues and emergencies arising outside of school hours |
| **Homestay Placements**   * Place students in homestay family with careful reference to student & family preferences & suitability. * Arrange temporary homestay accommodation for students where permanent host goes on holiday. |
| **Students**   * Liaise with Agent on student arrival time. Organise reception of students at airport, including meeting them personally & assist them to settle into their accommodation when necessary * Student details on international database to be kept up to date * Be available for international students & homestays 24hours/7 days a week as per Code of Practice |
| **Other Duties**   * Contribute to the pastoral care of the international students * Any other duties as required to contribute to a culture of teamwork, respect and collegiality amongst staff |

**General Responsibilities**

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| * Comply with all board policies and relevant legislation whilst upholding the COLL values – Community, Oranga (well-being), Learning together and Leadership * Engage in respective professional relationships with staff and students * Contribute to a collegial and collaborative work environment * Engage with opportunities to develop personal and professional skills |

**Declaration:**

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| Approved by: |  |
| Date: |  |
| Appointee: |  |
| Date: |  |
| Reviewed by / Date: |  |