



Job Description | Assistant Director International College |

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Middleton Grange School |

General Description

The Assistant Director of International College plays a crucial role in the school, contributing to the development and implementation of the International College and Board's Strategic Goals.

Key components of the position include:

- Strong godly leadership amongst the staff.
- Commitment to ensuring the Lordship of Christ in all aspects of school life.
- Ensuring the highest quality pastoral care for international students

Accountability

The Assistant Director of the International College is directly accountable to the Director and ultimately the Principal.

Functional Relationships

- Heads of schools – the Assistant Director needs to attend some Curriculum Leaders Meetings.
- Mainstream Deans.
- Oversight of Short-Term Programme Co-ordinator position.
- Students

External Functional Relationships

- Parents and caregivers (including Care Providers, Designated Caregivers and Residential Caregivers)
- Agents
- Other educational organisations

Key Tasks

1. Pastoral and Discipline

- a. Oversight of pastoral care and discipline for all international students.
- b. Dean to the International College students.
- c. Assisting with orientation of new students, placement and testing.
- d. Monitoring lateness.
- e. Monitoring truancy and repeated attendance issues.
- f. Managing discipline system and supporting International College Director with discipline system.

- g. Surveys for pastoral care monitoring.
- h. Liaison with local care providers, residential caregivers and parents regarding pastoral issues.
- i. Updating KAMAR and International College systems for documenting all pastoral care issues, as required.
- j. Assist with emergency call out in conjunction with the Student Services Assistant, Residential Caregiver and Short-Term Programme Coordinator and the Director.

2. Academic

- a. Curriculum oversight.
- b. Formal progress reports for MS/SC students as required.
- c. Assist with course selection for MS/SC students.
- d. Provide support in monitoring student progress.
- e. Liaison / meetings with care providers, residential caregiver and parents regarding academic issues.
- f. Updating KAMAR and International College systems for documenting all academic issues.

3. Short-term Programmes

- a. Oversight of short-term programmes and final approval of proposals.
- b. Support Short-Term Programme Coordinator and teacher staff with programme operation.

4. Marketing

- a. Participate in Christchurch and New Zealand marketing initiatives.
- b. Support other marketing initiatives as directed.
- c. Hospitality.
- d. Development of the International College Alumni Network including regular school updates, specific events in New Zealand and offshore

General

- a. Deputise for Director as required.
- b. Provide support for the Director
- c. Assist Director in preparation and implementation of International College strategic plan.

Please note the expectation that during:

- a. Term school holidays the Assistant Director is on call for one week and on-site by negotiation.
- b. Christmas break holidays – the Assistant Director is on call as negotiated with the Director and on-site as necessary one week after close of school and one week prior to start of new school year.

Hours of work

- Full time
- Salary based on Area Schools Collective Agreement
- Equivalent of one Management Unit

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17

The appointment should be based on a strong calling from the Lord as agreed by both the School and the individual. The Assistant Director International College should be a leading servant amongst the staff seeking to serve the rest of the school community in achieving the Mission Statement and Strategic Goals of the School. It should be noted that, while detailed, this job description is not exhaustive and the Principal may, at his discretion, vary these responsibilities as required.