



Middleton Grange School International College

Homestay and Marketing Coordinator Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly Accountable to Director - International College

Functional Relationships (Internal):

- International College Staff
- Business Manager
- School support staff
- Heads of Schools
- Deans
- Teaching staff
- Students

Functional Relationships (External):

- Care providers
- Residential caregivers
- Agents
- Parents
- Suppliers
- Visitors
- Churches and Community Groups

Support Staff

Permanent, Full Time

40 hours per week

Term time plus 5 weeks (school terms plus part of the holidays to be negotiated)

This position will include after hours and evening work hours which are included in contracted hours of work and are not overtime or time and a half hours.

Additional hours may be required when short-term groups are onshore and negotiated.

Covered by the most recent Support Staff in Schools Collective Agreement – Grade 3, Step 8
(The hours for this position can be reviewed based on international student numbers).

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Key Responsibilities

- Sourcing quality residential caregivers of the highest possible standard and in a manner compliant with the **Education (Pastoral Care for International Students) Code of Practice 2021 ("The Code")**.
- Placement of students into residential caregiver accommodation.
- Administrative duties in relation to Residential Caregiver Co-Ordinator role.
- After hours support of residential caregivers and students.
- Pastoral care as connected with homestay situations.
- Payment of homestay fees.
- Social media, website and newsletters for International College.
- Marketing collateral.
- Events.
- Resource design.

Responsibilities and Duties

Homestay

- Recruitment of long- and short-term residential caregivers and vetting procedures when required.
- Maintain residential caregiver documentation and database in accordance with the Code.
- Police vetting of residential caregivers.
- Airport welcome for new students and introduction to residential caregiver.
- Moving students from one residential caregiver to another when and if required.
- Monitoring of student welfare (surveys and meeting students each term).

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- Manage residential caregiver queries and concerns.
- Fortnightly payment of homestay fees.
- Bi-annual residential caregiver accommodation visits and security checks
- Liaise with Dean on pastoral care issues as pertaining to residential care.
- Liaison with external care providers when required.
- Maintain residential caregiver portal.
- Design and produce residential training manual.

Event and Marketing

- Coordinate, organise and host all meetings or functions for students, parents, residential caregivers, external care providers and designated caregivers.
- Create and distribute newsletters.
- Assist in design of all marketing material, coordinate production and distribution of materials.
- Setup and maintain presence and posts on social media channels.
- Maintenance of International College website.
- Organise agent events.
- Maintain agent portal.
- Assist with organisation of overseas trips.
- Distribution of marketing collateral.

General Duties

- Organise and assist with orientation programme for new international students.
- Design, produce and maintain all booklets for International College, i.e. Orientation Booklet etc.
- Undertake professional development as required.
- Organise and coordinate staff events and support

Employee Acceptance of the above Job Description:

Employee Name: _____

Employee Signature: _____

Date: _____

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