



BDC
BISHOP DRUITT COLLEGE
COFFS HARBOUR

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Futures*

111 North Boambee Road
PO Box 8004
Coffs Harbour NSW 2450
Phone (02) 6651 5644
Fax (02) 6651 5654
secretary@bdc.nsw.edu.au
www.bdc.nsw.edu.au

RECRUITMENT INFORMATION PACKAGE

Position

International Program Coordinator (Part-time).

Salary

A starting rate of \$35.88 per hour with the opportunity to progress in line with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.

Length of contract

Temporary contract until the end of Term 4, 2019.

College background

Our purpose is to transform the lives of our students every day, with the aim of Bishop Druit College being the foremost K-12 college on the North Coast of New South Wales. It is the product of the vision of a community – to build a college with access to all who want their children to achieve the highest standard of education and behaviour.

Bishop Druit College is founded on faith. The Anglican ethos is present in its caring philosophy and its concern to produce educated leadership. The college is a community college in the sense that its doors are open to all, whatever their personal belief system, as long as they are sympathetic to the college's Christian foundation.

Summary of role

We are looking for passionate people who can respond to the challenges and opportunities of schooling in today's world and who wish to be part of a vibrant, collegial and student-focused centre of excellence for Anglican education.

The International Program Coordinator is responsible for all aspects of the international education program, the Round Square program and the development of an inclusive global culture at Bishop Druit College.

The successful applicant will have exceptional interpersonal skills to establish connections with students, parents and colleagues as well as a willingness to make an active contribution to our extensive co-curricular programs, and will participate fully in the culture of our independent school community.



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Essential and desirable criteria

Applicants must have:

- Qualifications or training in the area of youth leadership development.
- Current Working with Children Check.
- Current first aid and CPR qualifications.
- Experience with student-centred leadership development.
- Experience promoting leadership, service and adventure opportunities within a school community.
- Excellent communication, time management, planning and logistical skills.

Applicants with previous experience setting up and running international travel for youth would be highly regarded.

How to apply

- Closing date for applications is **31st March 2019**.
- Please send all applications to hr@bdc.nsw.edu.au with the **position title** as the subject.
- Applications should include the following, preferably as pdf files:
 - Certified copies of university transcripts/degrees
 - A covering letter that addresses the specific competencies listed above
 - Names and contact details of three professional referees.



FAITHFULNESS IN SERVICE

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POSITION DESCRIPTION

Position title	International Program Coordinator
Department	Support Services
Reporting to	Assistant Principal (Head of Secondary)
Date reviewed	18 June 2018
Date effective	Term 2, 2019
Industrial award or agreement	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017
Classification	Clerical Level 3
Supervisor	Assistant Principal (Head of Secondary)
Tenure	22.8 hours per week

PREAMBLE

Our purpose is to transform the lives of our students every day, with the aim of Bishop Drutt College being the foremost K-12 college on the North Coast of New South Wales. It is the product of the vision of a community – to build a college with access to all who want their children to achieve the highest standard of education and behaviour. We are looking for passionate people who can respond to the challenges and opportunities of schooling in today's world and who wish to be part of a vibrant, collegial and student-focussed centre of excellence for Anglican education.

Bishop Drutt College is founded on faith. The Anglican ethos is present in its caring philosophy and its concern to produce educated leadership. The college is a community college in the sense that its doors are open to all, whatever their personal belief system, as long as they are sympathetic to the college's Christian foundation.



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POSITION DESCRIPTION

The International Program Coordinator is responsible for all aspects of the international education program, the Round Square program and the development of an inclusive global culture at Bishop Drutt College. The International Program Coordinator is primarily responsible for the growth, development and delivery of programs to provide, attract and support international students with regards to academic and personal issues.

POSITION OBJECTIVES

- Report to the Assistant Principal (Head of Secondary) to coordinate and support the effective running of the international program and other related programs within the college.
- Act as liaison for international students throughout their experiences at the college, providing information and support where required.
- Promote the international program to the college community.
- Be responsible for overseeing and maintaining the compliance related to CRICOS and other legislative requirements to ensure the smooth functioning of the international program.

KEY RESPONSIBILITIES

International Program

Compliance

- Maintain a comprehensive and current understanding of the legislative framework and respective compliance requirements, including the *Educational Services for Overseas Students Act 2000 (ESOS)* which outlines the National Code and Practice which includes 11 standards. Ensure that the college is meeting all its obligations.
- Maintain a current understanding of, and ensure compliance with, all CRICOS regulations.
- Manage compliance and all college related use of the Provider Registration and International Student Management System (PRISMS).

Promotion

- Articulate the specific characteristics and benefits of the international program to the college community.
- Promote an understanding of the cultural differences of international students and the expectations, needs and understandings related to schooling, learning styles, socialising and wellbeing.
- Promote the program and key areas or activities through the extensive college media program in the local media, online, college social media forums and wider college community.



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International students

Enrolment

- Liaise with agents regarding promotion of the college to prospective enrolments.
- Liaise with the Enrolments Officer regarding the enrolment application process.
- Ensure that all documentation is submitted and accurate prior to enrolment offers being made.
- Support international students with the transition and induction process.

Welfare

- Build a homestay bank of parents and community members.
- Liaise with homestay providers and families.
- Coordinate the homestay arrangements for all international students.
- Provide support and advice to assist students and their families with issues relating to welfare and wellbeing.

Access to curricular and co-curricular programs

- Provide or coordinate language support through English as a second language classes.
- Inform international students of co-curricular and other college programs and assist them to access these programs.
- Support international students with the processes of subject selection and access to additional pathways for learning.
- Liaise with appropriate staff to support and enable access to college programs such as sport, camps and excursions where needed.
- Assist in building connections with key learning areas such as languages.

Relationship building and developing learning communities

- Update either directly or through nominated agents the families of students in a timely, clear and accessible manner.
- Build and maintain networks with homestay providers and international education agents.

Short term study tour programs

- Manage international student tours.
- Negotiate with agents to provide short-term programs for groups of both primary and secondary international students.
- Organise quotes for these programs including intensive English language learning, transport and local sightseeing activities.
- Liaise with college welfare leaders to organise buddies for all visiting students.
- Liaise with homestay organisations to secure appropriate homestay situations for all students.



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Round Square Coordinator

- Act as staff sponsor for the student run Round Square Committee.
- Support the development, implementation and follow through of the student-directed initiatives that bring to life the Round Square IDEALS in the school.
- With the service groups, encourage participation by our students in Round Square service projects both worldwide and locally.
- Work closely with the Assistant Principal (Head of Secondary) or Assistant Principal (Head of Primary) to ensure accurate activity information packages are prepared for all Round Square activities.
- Organise and be responsible for all Round Square exchanges in the middle school and senior school, including: advertising, interviewing, set up, and all exchange paperwork.
- Provide pastoral care for incoming exchange students.
- Encourage school participation in all pillars of the Round Square.
- Promote Round Square to the wider school community, including staff participation opportunities.
- Set up and attend Round Square conferences to provide global citizenship experience for our students, and to increase our contacts with other Round Square schools.
- Prepare student delegates for Round Square conferences.
- Liaise with parents to ensure that they understand the risks and responsibilities inherent in participation.
- Manage the Round Square budget including trip specific funds.
- Establish homestay options for student exchanges for short term (less than 1 month) and long term (up to 12 months) stays.
- Record student participation on final report cards as it relates to exchanges, leadership conferences, service projects, and the Round Square Committee.

In addition to the duties described it is expected the International Program Coordinator will assist the Assistant Principal (Head of Secondary) in any other duties as required from time to time.

PERSONAL ATTRIBUTES AND EXPERIENCES

Qualifications

- Education and/or training in the area of youth leadership development.
- Current Working with Children Check.
- Current first aid and CPR qualifications.

Preferred experience

- Experience with student-centred leadership development.
- Experience promoting leadership, service and adventure opportunities within a school community.
- Experience setting up and running international travel for youth would be an advantage.



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Knowledge & skills

- Exceptional interpersonal skills to establish connections with students, parents and colleagues.
- Must be highly collegial and a collaborative team player.
- A strong sense of community and pastoral care.
- Highly responsive to the needs of students and their families.
- Excellent planning, logistical and organisational skills.
- Excellent time management skills.
- Strong attention to detail.
- Willingness to make an active contribution to our extensive co-curricular programs, and participate fully in the culture of our independent school community.

Nick Johnstone
Principal

March 2019