

## Role Description

## International Student Homestay Coordinator

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	24599	Content Manager No.	17/486849
Work Unit	Cairns State High School Far North Queensland Region School and Regional Operations and Performance Division		
Location	Cairns North		
Classification	AO3 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Permanent Full-time		
Salary Range	\$75,886 to \$84,201 per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the International Student Homestay Coordinator you will:

- Manage and coordinate high quality and responsive service delivery and welfare support to international students.
- Contribute to the provision of a successful experience for international students at the school and the enhancement of Queensland's reputation as a provider of quality education programs.

The International Student Homestay Coordinator reports to either the Principal, Deputy Principal, Head of Department or Line Manager and will work collaboratively with teaching and administrative staff, as well as nominated officers within DE International.

### Your role

Responsibilities include:

- Recruit suitable homestay providers to host international students and secure the Principal's approval for all suitable homestay providers.
- Ensure homestay providers are compliant with Blue Card Services criteria and relevant DE International policies and procedures.
- Manage and coordinate the placement of international students with suitable approved homestay providers in accordance with DE International's homestay policies and procedures as well as State and Commonwealth legislative requirements.
- Participate in all training offered by the school and DE International.

- Contribute to the development and coordination of a homestay register to record and monitor homestay providers and student placement data.
- Liaise with parents and homestay providers and advocate for international students in terms of welfare issues, particularly those relating to the homestay environment.
- Coordinate and manage payments to homestay providers.
- Develop an orientation program and deliver training to approved homestay providers, and coordinate information sharing sessions with homestay providers to ensure consistency of care and service delivery.
- Contribute to the development and coordination of an orientation program for international students, including informing students of the location and accessibility to consumer services and community facilities and ensure integration into the school environment and community.
- Monitor the ongoing welfare, adjustment, behaviour and health of international students in homestay, ensuring appropriate intervention is provided, escalation to supervisors occurs as required and detailed records are maintained.
- Identify and facilitate access to support services, including counselling, to assist with the adjustment to living and studying in Queensland, and resolving issues which could impede successful completion of study.
- Develop and maintain effective communication processes with international students and homestay providers.
- Maintain an emergency homestay network in case of an emergency.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

- This role description works in conjunction with the Candidate Information Package.

