



## JOB DESCRIPTION

<b>Department</b>	International	<b>Date</b>	March 2025
<b>Responsible to</b>	Assistant Head (Boarding)	<b>Responsible for</b>	International students

### Job Purpose

To champion and ensure the delivery of a high level of provision of care and education for all international students, including overseeing their stewardship throughout their time at Christ's Hospital (CH) and beyond. This role will also focus upon the recruitment of new international students and the retention of existing students.

### Responsibilities/Accountabilities

#### Supporting students:

- Champion the provision of care and education of all international students to make sure their CH experience is positive and fulfilling
- Provide direct pastoral care for CH's international students through boarding house visits, information, advice and support.
- Represent and advocate for CH's international students through consultations and communication.
- Run an induction programme and prepare resources (Welcome Pack) for new international students at the start of the Michaelmas term
- Coordinate the meeting and greeting of students arriving into the UK at the start of each term. This may involve directly meeting students off some flights along with supervising the welcome point at Christ's Hospital.
- Oversee the International House Representatives (DG/GE students) by conducting regular meetings throughout the school year.
- Actively participate in boarding at Christ's Hospital, performing the role of a duty tutor in a boarding house one day per week and being a point of contact in case of occasional emergency boarding cover. This role may also involve supporting a small group of students during a weekly tutorial session.
- Manage and co-run the international student host house over leave weekends (six per year) with a team in support. This will involve being on-call overnight.
- Support the International House Representatives in organising events (Lunar New Year, Head Teacher's Assembly, International Fair and cultural trips off-site).
- Support the integration of our international students with others from different backgrounds to widen their experience and friendship groups
- Work closely with the Department of English as an Additional Language to create ways to support the development of fluent English in our international students
- Work with academic staff to support the forward pathways for our international students to study at top universities
- Escort international students to the hospital for medical emergencies (during daytime working hours)

- Support students with e-VISA applications, where required

**Marketing, recruitment and liaison:**

- Meet and communicate with guardian companies, including coordinating meetings with students.
- Co-run the international students parent webinar during the summer term.
- Attend international student related conferences and courses, where required
- Support the development of an international parent network
- Collaboration with colleagues:
- Work closely with the International Student Team and attend regular meetings with the Assistant Head (Boarding)
- Attend the Inclusion Working Group and Affinity Group meetings
- Liaise with house parents, Heads of Year, EDI Lead and EAL department where necessary. To be overseen by the Assistant Head (Boarding).
- Support the admissions and marketing teams with family visits/meetings.
- In future, there may be the opportunity to participate in global outreach through marketing the school at international recruitment fairs, meeting agents in country, and attending international parents' meetings.

**Administration:**

- Respond to student absence requests from parents/guardians in relation to departures/arrivals at the end and start of each session.
- Act as a budget holder for related income and expenditure.
- Conduct regular due diligence checks of all assigned educational guardians.
- Manage the Educational Guardianship Log in line with expectations of the National Minimum Boarding Standards (NMBS).
- Review amendments to policies relating to international students.
- Liaise closely with parents, guardians, and the International Student Administrator to ensure that safe and UKVI-compliant arrangements are made for international student travel.
- Ensure Christ's Hospital meets the requirements of AEGIS.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<b>PERSON SPECIFICATION</b>	
<p><b>Experience</b> <i>(Types of experience needed)</i></p>	<ul style="list-style-type: none"> <li>• At least 5 years experience of working successfully with young people ages 11 to 18 (essential)</li> <li>• Evidence of leadership and management skills (essential)</li> <li>• Prior experience of tutoring, mentoring or coaching (essential)</li> <li>• Evidence of teamwork (essential)</li> <li>• Previous experience of working in the boarding sector (desirable)</li> <li>• Previous experience of youth or social work (desirable)</li> </ul>
<p><b>Qualifications</b> <i>(Minimum qualifications needed, relevant experience may be a substitute)</i></p>	<ul style="list-style-type: none"> <li>• A good general standard of education to level 3/A level or equivalent (essential)</li> <li>• Ability to communication in a second language (desirable)</li> </ul>
<p><b>Skills &amp; Abilities</b> <i>(Written/oral communication, dealing with public, team working skills, etc.)</i></p>	<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills.</li> <li>• High empathy with and commitment to the charitable mission of the School.</li> <li>• Emotional intelligence and the ability to engage with staff and pupils on a range of levels</li> <li>• Able to use ICT effectively</li> <li>• Able to work independently with little or no supervision.</li> <li>• Good interpersonal skills</li> <li>• Willingness to learn and develop</li> <li>• Excellent written and verbal communication skills in plain English</li> </ul>
<p><b>Additional Work Elements</b></p> <ul style="list-style-type: none"> <li>• In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared</li> </ul>	