

WMYC and WSSC Position Description

Job Title	LT International Education		
Line Manager	Campus Principals WMYC and WSSC	Year	2018

Purpose of Position

Young people will live and work in a globalised, internationally focused world. They need to be equipped to participate and thrive in a society and economy that is increasingly connected to the rest of the world and to take responsibility as global citizens.

This can be achieved by developing students':

- ability to communicate effectively across cultures and boundaries
- knowledge about the world and our interdependence
- ability to speak a second or third language

The LT International Education will provide programs to support the needs of EAL, refugee and international fee paying students in years 7 to 12 as well as supporting the development of mainstream students to become better global citizens.

Objectives

- To ensure WMYC and WSSC have engaging, innovative and effective International Programs from years 7 to 12
- To provide innovative curriculum and support structures that maximise student outcomes for students under the International Programs
- To promote and grow EAL programs in the College in response to NESB enrolments
- To provide leadership of EAL curriculum practice that enhances teaching and learning
- To provide professional development of staff in the area of EAL teaching and learning and working with students from refugee backgrounds
- To ensure that appropriate EAL and refugee support training and development resources are used efficiently and effectively
- To promote an outstanding International Student program with points of difference to other providers" being language immersion in a regional city and guaranteed pathways to tertiary studies at nominated institutions
- To ensure high quality promotion materials are produced and disseminated to relevant agents and organisations
- To ensure the WSSC marketing process complies with the standards and requirements of the DE&T International Student Program Unit
- To establish clear channels of communication and support to all parties in building a strong network of agents and support personnel

Major Areas of Responsibility

- Visible Leadership
- Contributing to the staff performance review, VIT mentoring and induction processes
- Leading the International Programs (EAL, ELC, IS)
- Marketing, publications and documentation
- Curriculum provision
- Staff development
- Student management and wellbeing
- Pathways
- Securing provision of resources for innovative programs

Key Tasks

Visible Leadership

- Lead and manage the implementation of whole-school improvement initiatives related to school and DET priorities (including, but not limited to DET Values, Child Safe Standards and Respectful Relationships)
- Model high levels of educational leadership, promoting a safe, positive and inclusive environment for all staff, students and members of the community
- Implement the college learning and teaching pedagogies and support the ongoing development of all staff through feedback, coaching and making yourself available to be observed in your classroom practice
- Implement ongoing monitoring and tracking of progress for programs implemented within your role and provide relevant data as appropriate (e.g. Census, Annual Reports, attendance, program review recommendations)
- Lead the development and review of school policies and processes and ensure these are consistently implemented by all staff

Contributing to the staff performance review, VIT mentoring and induction processes

- Lead allocated staff through the staff review process
- Support allocated staff through the VIT mentoring process
- Contribute to the staff induction process as appropriate
- Lead staff in professional development and implementation of both college's teaching & learning expectations

Leading the International Programs (EAL, ELC, IS)

- Lead and develop an effective team with strong communication processes. (meetings, record keeping, etc)
- Work closely with the Campus Principals to develop the area and undertake professional development as appropriate
- Use a continuous improvement approach to monitor, review and improve the effectiveness of the program
- Contribute to meetings as appropriate and deputise for members of the principal class as required
- Promote the activities of staff / students within meetings, the school newsletter and local media. Be a leader and promoter of the school in the community and engage the EAL community in the school
- Evaluate and make recommendations to the relevant bodies in regard to School policy and procedures
- Convene meetings of staff and position holders in the Internationalising Program provision area to plan programs and disseminate information

Marketing, publications and documentation

- Develop and publish a comprehensive calendar of events for the marketing and recruitment program including off shore promotion and feedback and operate via a detailed timeline to ensure an effective program.
- Ensure promotion, celebration and publicity of the programs occurs through a range of media
- Lead the development and production of high quality promotional material, and ensure it is translated and disseminated to key organisations
- Develop a working list of agents in China and Vietnam through which to promote WSSC as an International Education Provider.
- Ensure the collection and analysis of data useful for marketing and evaluation purposes and use a continuous improvement approach to program development.
- Ensure that all required documentation is completed and reviewed and is consistent with DET, ISPU, EAL, New Arrivals and ELC guidelines
- Contribute to the production, collection, analysis and interpretation of relevant data for the School Annual Report

Curriculum provision

- Act to ensure effective English Language support is provided for identified International Students
- Ensure all students are engaged in programs that support the effective development of WSSC as a multicultural community
- Promote and expand the EAL curricula and co-curricula programs in the College and ensure they are documented in accordance with the LMS style guide on the LMS
- Ensure EAL staff and students use the LMS and other learning technologies routinely in their classes and via anywhere anytime access.
- Ensure curriculum design supports the needs of students in the International Program
- Ensure that relevant Data is collected, analysed and used by the EAL staff to differentiate teaching and learning practice and to inform improvement initiatives and support programs.
- Identify future curriculum/wellbeing innovation(s) relevant to NESB/refugee students and develop plans for their implementation
- Formalise links with universities, TAFEs and other community organisations in connection with the EAL program
- Evaluate curriculum initiatives using data and make recommendation to improve the school's curriculum processes as appropriate. Report to the Leadership team and Education Committee the costs and benefits of specific curriculum programs

Staff development

- Promote the development of curriculum offerings that are relevant to growing an effective program (eg LOTEs)
- Develop a staff PD plan in relation to teaching and learning improvement and innovation in EAL support, EAL across mainstream classes and effective support of New Arrivals from disrupted and refugee backgrounds.
- Model innovative teaching and learning practice and support and coach staff in the areas of teaching and learning improvement and innovation

Student management and wellbeing

- Ensure students under the International Program needs are sought and met in relation to the provision of education and support
- Ensure a quality Homestay program is organised and well-coordinated

Pathways

- Develop links with tertiary institutions that provide for students under the International Program
- Contribute to the further development of a guaranteed tertiary pathways approach with local providers and City Council
- Ensure students under the International Program undertake orientation activities with Tertiary providers
- Monitor the destinations of exit-students

Securing provision of resources for innovative programs

- Determine resource needs, and allocate and manage resources in accordance with school policy and practice
- Seek funding from external sources for teaching and learning programs
- Monitor resource expenditure as appropriate in the area of teaching and learning innovation
- Manage the English Language Centre and ensure that it meets the educational and wellbeing needs of students involved in the International Program