Mount Maunganui Primary School
International Student Manager
Job Description (last reviewed Jan 2026)

XXXXXXXXXXXXX

Directly responsible to:	**Principal**	**Functional relationships with:**	**The Lead Team** **All Staff** **Children** **AP/DP** **International Parent community** **Agents for International Students**

Primary objectives	Create and Maintain a quality International Student programme at Mount Maunganui Primary School that meets the requirements of The Code of Pastoral Care of International Students.
Primary outcomes	Students and families are happy, settled and supported at our school. Learning is planned and needs based. Reporting is clear and shows student progress. Staff are supported to provide quality learning for our International Students
General Statement	The Role of the International Student Manager is to oversee all aspects of our International Students lives at Mount Primary.

Key Area of Responsibility: International Student Manager

Key Tasks	Key Outcomes	Appraisal Statement
Plan academic programme for Domestic and International ESOL students	• Carry out assessments • Support class teachers to support ESOL students (through provision of information, Professional development, resources.) • Meet and plan with Support Staff programmes of learning weekly • Carry out ELLPS framework assessments for funding purposes biannually .	
Manage and appraise Support Staff working in ESOL department	• Set Performance agreements for the year with support staff (with the Principal) • Support staff to achieve tasks/goals. • Conduct end of year review including next steps.	
Carry out orientation visits/meetings for all new arriving families.	• Liaise with families/agents so they know what they expect on the first day at our school. • Meet International families and show them around our school including to the classroom.	
Build Connections	• Meet with other International Student Managers to share ideas • Weekly Facebook posts • Try to get participation from our families online • Weekly communication with our Agent	
Creation of marketing materials for our International programme	• Gather student / parent voice on the best parts of our school • Review our current materials • Check out other schools' materials • Liaise with graphic designer and or printer to have materials created in time for marketing trip in September each year	

Create a regular presence for our school on social media.	● Map a term's worth of social media posts ● At least 1 x weekly posts ● Tag agent and families in posts	
Arrange termly Buddy Trip (or trips if numbers are too big e.g. Senior/Junior) Arrange Termly Parent Meetings	● Newsletters, permission, Risk Management Form, Transport organisation ● Liaise with Leadership Team on date ● Invite parents ● Invite agents ● Create agenda	
Attend Education Tauranga Meetings (if Damien is not able to attend)	● Feedback to Damien	
Carry out all documentation required in the Enrolment process for all incoming International Students.	● Offer of Place ● Invoice / Receipt ● Enrolment Forms completed (Including Insurance Proof) ● Placement into class (including telling teacher to expect student) ● Correct Visa documentation ● Letter of Confirmation ● Leaving Certificate/Farewell gift/Student Exit Interview ● Any follow-up materials	
Establish and build relationships with other NZ based agents	● Establish a list of agents, contact details and counties they work for. ● Establish contact ● Invite and host agents at our school to showcase what we offer our international students and families. ● Maintain relationships with these agents. ● If possible get an agent's agreement signed between our school and the agent.	
Liaise with key staff over class placements of our International Students into classes.	● Speak with DP in charge of that area of the school. ● Ensure the teacher is expecting new students. ● Pass on any and all relevant information to the class teacher. ● Ensure Principal knows a new family is arriving and is free to meet them too.	

Carry out the annual review and attestation of the Education (Pastoral Care of International Students) Code of Practise.	• Implement changes to the Code as set out by NZQA • Ensure evidence is updated as changes occur • Ensure the Principal is informed of changes • Make sure annual self review and attestation documentation is completed by the deadline given.	
Secure accommodation for our International Families.	• Connect with key local rental agents. • Build a relationship with key agents. • Work with agent to support them to house students in our community.	

Oversee after school English Academy for our school.	• Oversee English Club at Mount Primary.
	  ○ Include organisation
	  ○ What learning will occur? Outcomes?
	  ○ Costs and therefore fees for this.
	  ○ Share programme with Damien
	  ○ Trial with our current international Families.	

Cover in Classrooms	• Follow teacher planning or design learning for the class to meet schoolwide expectations.	

Endorsement Sign-Off 2026 ✓

A quality assurance process, planning, assessment and teacher inquiry along with evidence of various perspectives (student voice) has been included in this endorsement.

With reference to the evidence and discussion between appraiser and appraisee all Professional Standards and PTCs have been met.	
With reference to the evidence and discussion between appraiser and appraisee all Professional Standards and PTCs have not **yet** been met. Review Date: _____	

Summative Comment (development goal(s).

Ngā mihi

Damien

Damien Harris XXXXXXXXXX

Principal International Student Manager