

## **JOB DESCRIPTION**

|                      |                                  |
|----------------------|----------------------------------|
| <b>JOB TITLE:</b>    | International Officer            |
| <b>REPORTS TO:</b>   | Assistant Principal              |
| <b>SALARY:</b>       | SSP14 £28,549pa                  |
| <b>WORK PATTERN:</b> | 37 hours - Full Time – Mon - Fri |
| <b>CONTRACT:</b>     | All year round                   |

### **PURPOSE**

- To promote the College in the international arena with a view to maximising the number of student enrolments, communicating the culture that reflects outstanding student success, experience and progression.
- To support the recruitment of international students from a variety of geographic regions including China, Hong Kong, Vietnam and the EU.
- To promote programmes, support applications, and convert offer-holders into fully enrolled students.
- To ensure the college meets the requirements of both Ofsted and Home Office Inspections.

### **KEY RESPONSIBILITIES**

#### **1. Recruitment:**

- Supporting relationships with key partners, identify new partners, hosting and participate in inward visits
- Work to a budget, recognising the need for new activity and costing it; identifying less successful or decaying activity and providing value for money given budget constraints
- Work with the Director of Finance to ensure that payments are made and be responsible for chasing up non-payment of course fees
- Managing projects and strands of work to underpin effective recruitment, including contributing to and writing marketing materials, liaison with agents, sponsors, recruitment partner organisations, and in-country teams.
- Working with Marketing to complete a termly newsletter for agents to advertise what is happening at JLC
- Working with Marketing to produce marketing plans for the markets they have responsibility for, and operationalise those plans, working in conjunction with the marketing team at JLC
- Work with the Assistant Principal to arrange complete interviews with international students.
- Work alongside Assistant Principal to plan, budget and coordinate Summer School

## **2. Admin:**

- To create and maintain files on all International Students
- To ensure correct documentation is completed including but not limited to: Visas, CAS, Enrolment paperwork
- To ensure all Home Office requirements are met
- To ensure Ofsted SCCIF requirements are met
- Stakeholder communication – newsletters, letters to parents etc. as necessary
- Work in collaboration with recruitment and admissions team to coordinate interview and enrolment process
- Plan, organise and run an International leaver event
- Plan, organise and run an induction to JLC for International students

## **3. Host Family Engagement**

- To manage the process of recruiting host families, including: maintaining a data base of host families, conducting risk assessments, home visits, Health and Safety checks and organisation of training (e.g. First Aid, Safeguarding). Including welcome evenings
- Hold the Emergency phone
- Updating host family guide
- Placing students into appropriate host families, matched on key information gathered at interview
- Completing and updating DBS requirements for host families

## **4. Learner Engagement/Pastoral Support:**

- Ensure students are placed on appropriate pathways at enrolment that meet Home Office visa requirements
- Work with the pastoral teams to ensure effective Pastoral support is in place
- Work with the Safeguarding Manager to ensure efficient and effective safeguarding arrangements are in place
- Ensure students are registered with the Police and Doctors and have access to bank accounts
- Work with Assistant Principal to plan, budget and coordinate summer schools as appropriate, arrange taster courses and mentor students participating in short courses
- Maintain relationships with former students, including the collation of stories and testimonials to use in marketing materials, promoting alumni and collating university destinations data to inform and inspire current and prospective students
- The role may involve some international travel and will involve out of hours working
- Monitor attendance of international students to comply with visa regulations, and arrange meetings with students where required attendance is not met, or concerns are evident
- Collate learner voice on a termly basis

## **5. Cross Area Working:**

- Work with the College teams, including the sharing of good practice, supporting College marketing and key recruitment events
- Arrangement of international visits to market the college working alongside the marketing team, as well as completion of risk assessment for visits and post trip evaluations

**IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:**

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- To undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards.

***The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.***

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

**LEON RILEY**  
**Principal**

***Employee Signature .....***      ***Date.....***

***Line Manager.....***      ***Date.....***

## Person Specification



AF = Application Form    Q = Qualification    I = Interview Process

| Relevant Experience   | Desirable /Essential | Assessment Method |
|---|----------------------|-------------------|
| Excellent communication, literacy, and numeracy skills  | E                    | AF<br>I           |
| IT literate, having good working knowledge of Google Suite packages with the ability to create spreadsheets and databases   | E                    | AF                |
| Have a high degree of organisational skills which are essential for student arrivals, student placements, arranging summer schools and maintaining links with the local community | E                    | AF<br>I           |
| The ability to monitor student attendance and tuition fees and take appropriate action when necessary   | E                    | AF<br>I           |
| The ability to develop and support student enrichment activities  | E                    | AF<br>I           |
| The ability to multi-task and meet tight deadlines as well as the ability to work in a busy environment   | E                    | AF<br>I           |
| To be imaginative and resourceful in responding to situations   | E                    | AF<br>I           |
| Be able to work as part of a team as well as be able to work independently with initiative  | E                    | AF<br>I           |
| Flexible in approach to duties and be able to provide out of hours telephone cover and work additional hours for events such as parents evening                                   | E                    | AF<br>I           |
| Must be able to travel across North Lincolnshire and Hull as required   | E                    | AF<br>I           |
| Be aware of/have knowledge of OFSTED/Care Standards inspection process  | D                    | AF<br>I           |

| <b>Education and Training</b>   | <b>Desirable /Essential</b> | <b>Assessment Method</b> |
|---|-----------------------------|--------------------------|
| Level 2 A* - C (or equivalent) in English and Maths   | E                           | Q                        |
| Recognised teaching qualification (e.g. PGCE, Cert Ed)  | D                           | Q                        |
| Honours degree, or equivalent   | D                           | Q                        |
| Level 2 or 3 in safeguarding  | D                           | Q                        |
| First Aid at work   | D                           | Q                        |
| Ability to speak Mandarin/Cantonese   | D                           | AF                       |
| <b>Experience, Knowledge and Skills</b>   | <b>Desirable /Essential</b> | <b>Assessment Method</b> |
| Knowledge of UKVI Student Visa policies and working knowledge of SMS system used for issuing certificate of acceptance to study | D                           | AF<br>I                  |
| <b>Additional Factors</b>   | <b>Desirable /Essential</b> | <b>Assessment Method</b> |
| Commitment to equality and diversity initiatives, anti-discriminatory practice, CSE initiatives and the prevent agenda          | E                           | AF<br>I                  |
| Suitability to work with children and young adults  | E                           | AF<br>I                  |