



Position Description

Position:	International Student Coordinator
Position Status:	Part-time (0.6 FTE), ongoing, Term time only
Classification:	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Director of Student Wellbeing. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs.

Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Position Overview

The International Student Coordinator oversees the care and wellbeing of international students. This includes orientation programs, ongoing support, monitoring attendance and ensuring that VRQA and Australian government compliance requirements are met.

The International Student Coordinator also has a key role in supporting students and their families whose first language is not English.

A member of the Student Wellbeing Team, the International Student Coordinator works closely with the Director of Student Wellbeing, the Year Level Coordinators, and Counsellors.

Key Responsibilities:

Examples of duties include but are not limited to:

General

- demonstrates in depth knowledge and understanding of the National Code of Conduct for the providers of education and training of overseas students and VRQA registration requirements, and respective compliance measures.
- demonstrates in depth knowledge and understanding of the Victorian Government Child Safe Standards
- participates in training sessions and workshops, as required to maintain currency of knowledge and information
- appreciates that the cultural differences of international students need to be understood and addressed and expects that these differences will be expressed through expectations, needs and understandings related to schooling, learning styles, friendships and wellbeing
- understands how the school is structured and organised to support student curriculum, co-curricular, welfare, boarding, study and social needs for international students and works with relevant members of staff to address any questions or concerns and to enhance their wellbeing

Duties

- in conjunction with relevant staff, assists with the administering of the compliance aspects of the National Code of Conduct for the providers of education and training of overseas students and VRQA requirements
- ensures compliance to attendance requirements for International Students.
- works closely with the Director of Admissions to ensure that once a CAAW is provided / activated the Deputy Principal (Wellbeing), Director of Student Wellbeing, and the Head of Boarding are notified and that PLC's responsibilities relating to custody under the code of conduct are fulfilled and monitored
- assists the Head of Boarding in assessing the housing arrangements for short term stays external to the Boarding House, including long weekends and term breaks.
- oversees the development and implementation of the Overseas Student Orientation Program (OSOP) for all new international students



- assists the relevant Year Level Coordinator with orientation and integration for international students and new students whose first language is Chinese to the College at the start of the year and at the beginning of each term.
- monitors the ongoing integration of all new international students to the college
- assists with the organisation of International Week in Term 2 to promote and celebrate the cultural diversity of PLC
- Interprets for the Chinese speaking parents in parent meetings as required
- Assists PLC staff from different departments to communicate with Chinese speaking parents via email/phone/WeChat for variety of issues
- Assists Head of Boarding House to communicate with the Chinese speaking parents of boarders who request going out with friends during weekend / school holidays.
- provides on-going support to the Chinese speaking parents of students requiring wellbeing support
- check in with new students/Chinese speaking students referred by Year Level Coordinators / Director of Student Wellbeing as required
- attends Student Wellbeing Meetings as required
- in conjunction with the Director of Student Wellbeing, develops and maintains networks with international Student Coordinators in other schools
- is aware of key organisations in the local community that provide services and activities that can be accessed and utilised by international students and the school and promotes these facilities to international students
- knows how to access information about the local community related to cultural diversity and how to utilise this information to benefit students
- maintains appropriate records, as required

Other Duties

- any other duty, as directed by the Director of Student Wellbeing

Key Relationships:

- Director of Student Wellbeing
- Year Level Coordinators and Counsellors
- Head of Boarding
- Director of Admissions

Qualifications / Registrations / Certifications:

- tertiary studies in relevant field and / or relevant work experience
- current Working with Children Check (Employee), essential
- maintain current certification and training as required

Knowledge, Skills and Experience:

- ability to speak Mandarin and Cantonese essential
- use of WeChat to maintain a PLC profile within the Chinese Community
- excellent communication skills both written and verbal
- strong interpersonal and relationship building skills and a customer service focus



- excellent time management skills with an ability to prioritise tasks and meet deadlines
- high level attention to detail, ensuring accuracy of information in documentation
- superior organisation and planning skills
- demonstrated initiative and strong problem-solving skills with an ability to improve processes and practices
- high level computer skills with MS Office; experience with Synergetic database an advantage
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Key Attributes:

- warm, welcoming and positive manner, able to empathise with members of the College community
- passion for supporting students and their families
- calm under pressure
- ability to maintain a high degree of confidentiality
- ability to work independently and collaboratively as required
- ability to cope with constant interruptions
- ability to identify areas in operating systems that require change
- genuine interest in supporting the Principal to achieve the mission, values and goals of the College
- a commitment to ongoing professional learning and growth in skills
- exceptional communication skills displaying sensitivity and discretion
- meticulous attention to detail and desire for accuracy
- commitment to the continual upgrade of personal skills and qualifications

Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy
Principal

December 2024

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.