



Te Huruhuru Ao o Horomaka **HORNBY HIGH SCHOOL**

Job Description

International Director - Hornby High School

Name	
Position Title	International Director
Reports to	Principal
Direct Reports	Home Stay Coordinator
Working Relationships	<i>External:</i> Agents, International Community, Whānau, Community, Ministry of Education, NGO's, other Government departments. <i>Internal:</i> Board of Trustees, Principal, Senior Leaders, Middle Leaders, Teachers, Support Staff and Students, SENCO, Learning Support Coordinator

Employment Status:

Employment Status	Full-time Permanent.	Position Commencement: 25th January 2027
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Purpose and Objectives

The International Director is a position responsible for providing strategic direction, management, and oversight of the school's international student programme. The core purpose is to recruit and support international students, ensure strict compliance with educational standards, and foster a school-wide environment where international students are fully integrated into academic, social, and community networks

Travel

International and domestic travel is a requirement for this position, as is the ability to obtain a passport and standard travel visas. The incumbent **MUST** be a New Zealand Citizen.

Responsibility	Expected Outcome/activities
Strategic Leadership	• Maintain an international programme that benefits all students and staff. • Develop a strategic plan for the international student programme and meet the goals set. • Promote the inclusion, health, welfare and academic learning of all international students. • Create and present an annual budget for the international department. • Monitor and report on the international budget. • Develop and implement policies and procedures to further the strategic goals of the programme and compliance with regulations. • Report each term on the outcomes and progress of the international programme. • Write an annual report on the outcomes and successes of the International Programme.
Compliance	• Ensure the school's international programme complies with all relevant regulations and in particular the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. Make amendments or changes that may occur in regulation or legislation. • Undertake annual self-review and complete attestation as required by the NZQA. • Implement appropriate changes to policies, procedures and processes to strengthen compliance and good practice.

Student Support and Pastoral Care	• Ensure that the academic and pastoral needs of international students are met. • Monitor progress of international students and liaise with Year Level Deans and teachers on course selection, achievement and attendance of international students. • Ensure early intervention and support for students at risk. • Oversee the work of the accommodation coordinator to ensure high quality of accommodation provision to students. • Ensure regular reporting to parents / legal guardians on the overall progress of their children. • Ensure parents are informed about their child's wellbeing at school and in accommodation. • Ensure that a staff member is available 24/7 to respond to emergencies.
Marketing	• Develop and implement an agreed marketing strategy. • Proactively recruit international students from identified markets to the school. • Promote the school to education agents in NZ and offshore and manage relationships with agents, including travel. • Participate in educational fairs or other activities for promotion according to strategy. • Ensure marketing material is relevant, accurate and current. • Take appropriate steps to ensure staff safety when overseas marketing. • Ensure school funds are used appropriately and accounted for during offshore marketing. • Liaise with the Crown agency for international education and other government departments and sector-representative groups as necessary in order to remain informed of industry developments and opportunities. • Ensure delivery of excellent service to stakeholders to maintain the programme's excellent reputation.
Department Management	• Recruit, train and manage international department staff as needed. • Promote a positive, safe and supportive international team environment. • Ensure international department staff understand and follow relevant policies and procedures. • Ensure that international staff provide excellent service to students, including providing orientation programmes, academic guidance and pastoral support. • Ensure good communication between international staff and parents or legal guardians. • Participate in, and provide opportunities for other departmental staff to participate in relevant professional learning and development.
Communication	• Ensure all school staff who deal with international students understand their Code responsibilities. • Inform all school staff about the strategic goals of the international programme. • Advocate for international students across the school. • Build relationships with the senior leadership team, teachers and other staff in order to promote the inclusion and success of international students within the school. • Promote the goals of internationalisation within the school to further engagement between international students and domestic students.

DECLARATION

Approved by Principal:	Iain Murray
Date approved:	22/9/2026
Reviewed:	22/9/2026
Acceptance of Appointee:	