



# Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

## Epsom Girls Grammar School Vision and Values

*Vision: Enabling students to be confident, active, resilient learners*

*Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.*

*Values: Courage, compassion, curiosity, community*

<b>Position:</b>	International Dean 1MU + 1MMA, 8 periods per week time release
<b>Responsible to:</b>	Director of International Students Learning Area Director, Student Support
<b>Direct involvement with:</b>	International Team Pastoral Team HOD Deans and year level Deans All members of the school community and their whanau
<b>Primary responsibility:</b>	To contribute to the development of a learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of the Code of Practice for International Students.

### The International Dean will:

- Understand the requirements of The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and other related regulations.
- Contribute to an atmosphere of trust and support of students.
- Be a restorative practitioner who understands the importance of building and maintaining constructive relationships with all students, to build an inclusive school environment.
- Practise and educate the school community in the principles of restorative justice.
- Foster respectful behaviours through explanation and practice and maintain effective working relationships with all staff in the school.
- Provide professional leadership to the team of tutors providing effective advice and guidance where required.
- Be consistent and supportive in relationships with staff and students
- Work as a member of a team and be able to contribute to shared decisions.
- Be an effective communicator, both with colleagues and students, and their whanau.
- Be able to maintain a positive relational learning environment that promotes curiosity



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- Be committed to ongoing personal professional development, including knowledge of relevant school policies and protocols.
- Have enthusiasm for working with young people, and committed to helping students achieve their best
- demonstrate commitment to the promotion of Maori protocol and language where appropriate
- Make decisions consistent with national guidelines and school policy
- Be able to be proactive in resolving issues
- Be able to be proactive in thinking about future needs
- Show organisational ability and the ability to meet deadlines

## Specific responsibilities:

Support	<ul style="list-style-type: none"><li>● develops a respectful relationship with students in order to review and monitor all aspects of learning and involvement in the school community</li><li>● uses restorative principles in all interactions with students, staff and parents</li><li>● works with others to identify individual barriers to achievement and takes appropriate steps to help students overcome these</li><li>● supports the student in the acquisition of self management through co-operative, goal setting and self-review</li><li>● supports tutors to facilitate learning conversations with students</li><li>● works with tutors in preparation for student/parent/tutor reporting</li><li>● contribute to case conference with a problem solving approach</li><li>● liaise with other professional organisations to support students</li><li>● liaises and consults with parents/ caregivers/ whanau</li><li>● implement an effective buddy-programme to support new students on arrival to adapt to the school</li><li>● identify students requiring emotional support or suffering from homesickness or culture shock, and work with the International Director and counsellors to refer them to appropriate services, record on KAMAR</li></ul>
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Leadership	<ul style="list-style-type: none"><li>● design and deliver a school based orientation programme to all new students to help them adjust and integrate within the school community and to provide them with relevant information</li><li>● Lead, train and facilitate International Committee and support its activities offered to students</li><li>● commitment to the development and application of restorative practices within the school</li><li>● models appropriate behaviour and skills</li><li>● perform the role of acting international director when the director is offshore marketing</li><li>● hold International assemblies to facilitate information sharing, updates, celebrate accomplishments etc</li><li>● attend activities international students are involved in e.g., new student BBQ, the ball, Fia Fia night where possible</li></ul>
Administration	<ul style="list-style-type: none"><li>● support the enrolment and induction of students</li><li>● assists students and advocates for their subject choices by consulting with HOD's and specialist teachers</li><li>● produces and amends individual student courses</li><li>● allocates an appropriate tutor group, in consultation with year level deans</li><li>● facilitates enrolment in national and international qualifications.</li><li>● records appropriate information on the student management system</li></ul>
Monitoring and communication	<ul style="list-style-type: none"><li>● student progress</li><li>● attendance and implements procedures which encourage consistent attendance by students.</li><li>● coordinates information in response to parent, student or teacher inquiries.</li><li>● co-ordinates the appropriate year level reporting process.</li><li>● provides relevant student information required by the Director of International for the furthering of student opportunities.<ul style="list-style-type: none"><li>○ generate Apostilles and reports for short term students</li></ul></li><li>● conduct academic surveys and interviews as often as needed – no less than twice a year - to monitor and support students' studies, enter records of communication and action plan on KAMAR</li><li>● Write School Testimonials and references comments for students and international committee members</li></ul>