



**MERCEDES
COLLEGE**

Compassion
Loyalty
Justice
Integrity
Responsibility
Mutual Respect

International Students Programme (ISP) – Leader

Position Information Document

Name	
Position Title	International Student Program (ISP) – Leader
Tenure	Replacement Contract 11 April 2023-1 September 2023
Engagement	0.6FTE
Line Manager	Assistant Principal Teaching and Learning and ultimately the Principal

Context

Mercedes College is a restorative school where inclusion is an integral aspect of who we are as a Catholic, Mercy and IB community. Our core values of Mutual Respect, Responsibility, Integrity, Loyalty, Compassion and Justice form an integral way of life for all members of the Mercedes College community, through which we strive to maximise student outcomes by doing “ordinary things, extraordinarily well” (Catherine McAuley).

Position Purpose

The main responsibility of the ISP Leader is to lead the College’s International Student Programme. The ISP Leader will work collaboratively with colleagues, parents/caregivers, international agents and government departments to facilitate the learning experiences for international students and engage in educational reform; enhance the quality and integrity of our pursuit of excellence by developing every individual student to their best potential.

The ISP Leader reports to the Assistant Principal Teaching and Learning and works proactively with the Director of Learning Enrichment and collaboratively with other curriculum, pastoral and wellbeing leaders. As a member of the Learning Enrichment and Lead Learning Teams, the ISP Leader has a key responsibility in establishing and promoting an inclusive ethos of learning and building effective practices in teaching and learning.

The ISP Leader will be responsive to the Catholic, Mercy traditions of the College and demonstrate Mercy values in their work with staff, parents and students.

The ISP Leader ensures the programme is integrated into the holistic educational experience the College offers.

Qualifications and experience

The ISP Leader will possess the following qualifications and experience:

- Full registration as a Teacher with the Teachers Registration Board of South Australia. Experience undertaking LEAP level assessment or training in LEAP levelling would be advantageous
- Proficiency and demonstrable experience teaching English as a second language and/or a literacy rich subject
- Experience in the application of inclusive practices involving EALD students

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SCHOOL



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Person Specifications

The ISP Leader will demonstrate:

- Knowledge of wellbeing challenges for international students
- Knowledge of IB and SACE programme requirements
- Appreciative and respectful of diverse cultures
- Strong pastoral capacity
- Capacity to operate in a collaborative, professional, confidential and discreet manner
- Excellent interpersonal skills and ability to relate effectively to students, staff and parents
- Ethical and responsible behaviour
- Capacity to foster independence, resilience and responsibility in students
- Commitment to role modelling effective Workplace Health and Safety practices – See Appendix A.

Role Accountabilities

The ISP Leader is responsible to the Principal through the Assistant Principal Teaching and Learning, for the following areas:

Teaching and Learning

- Identify and document appropriate academic programmes for International students in consultation with the Learning Pathways Coordinator and Programme Coordinators
- In collaboration with the Director of Learning Enrichment, identify and justify appropriate learning enrichment strategies for students in the International Student Programme. Develop student profiles and prepare, plan and finalise Personalised Plans for Learning (PPLs) that reflect student learning and cultural needs
- Conduct and schedule LEAP assessments for review and analysis to inform plans for learning differentiation
- Monitor Personalised Plans for Learning (PPLs) in consultation with students to identify and document appropriate support.
- Assist with the identification and submission of Learning Enrichment and differentiation (e.g. special provisions) requests for SACE and IB programmes

Management

- Act as the case manager for all international students by
 - Collating relevant standardised testing data, academic results and attendance data to monitor student academic progress and wellbeing
 - Ensuring Synergetic and SEQTA data are accurate
 - Liaising with teachers of international students to alert them of appropriate teaching and learning strategies
 - Facilitating student transition from year to year
- Act as Line Manager to an Education Support Officer aligned to the International Student Programme, including but not limited to planning work scope, delegating tasks, undertaking performance discussions and reviews
- Liaising with College registrars and Agents to collect and collate enrolment requests
- Coordinating the management of College learning environments that support and promote the needs of international students



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Leadership

- Develop and review appropriate policies and processes to facilitate the delivery of a comprehensive education programme for international students as part of an integrated College service
- Ensure the College complies with local, national and international requirements, standards and practices, including CRICOS
- Identify and facilitate professional learning opportunities for staff to implement appropriate strategies for international students

Community Engagement

- Promote the International Student Programme both within the Mercedes College community and to the broader IB community, for example publishing in the IB World Magazine etc
- Support, communicate and liaise with parents, agents and guardian of students within the International Student Programme
- Liaise with external providers such as School of Languages, South Australian College of English and Adelaide International School to support students in attaining minimum levels of English prior to engaging in studies at Mercedes.

Commented [MC1]: What is our expectation here. Promote to whom, collaborate with whom. What additional detail can we add here?

Key Working Relationships

Direct Report	
Principal through the Assistant Principal Teaching and Learning (Line Manager)	
Direct Accountabilities	
Deputy Principal	
Direct Relationships	
Director of Learning Enrichment	Heads of Schools
Year Level Leaders	Programme Coordinators
Director of Timetable and Operations	Learning Pathways Coordinator
Homestay Coordinator	Learning Area Leaders
Enrolments Manager and Enrolments Officer	

Conditions of Employment

Salary: POR 2 in accordance with the 2020 Enterprise Agreement

Other: Out of school hours work is required; e.g. for sport, Parent-Teacher Interviews, camps, retreats, etc...

Approval of Position Description

Signed (Principal or Delegate) _____ date: ____ / ____ /20__

Signed (Employee) _____ date: ____ / ____ /20__



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APPENDIX A - Workplace Health Safety & Welfare

Commitment

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

Plans and Budgets

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

Performance and Training

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

Risk Management and Hazard Control

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

Consultation

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

Monitoring

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.