



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Cultural Immersion & Exchange Coordinator
Classification	Full Time
Position of Leadership	POL 1
Time Allowance	7 x 70-minute periods per 10-day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Staff & Operations
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	College Operations Team

Purpose of the Position

The Cultural Immersion and Exchange Coordinator is responsible to the Deputy Principal Staff & Operations for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures.

The purpose of Cultural Immersion and Exchange Coordinator is to take central responsibility for staff and student cultural immersion and exchange programs. The Cultural Immersion and Exchange Coordinator will be required to have an intimate knowledge of relevant international exchange policies, procedures, documentation, and guidelines. The Cultural Immersion and Exchange Coordinator will meet regularly with the Deputy Principal Staff & Operations to discuss specific cultural immersion and exchange programs priorities and ensure their implementation.

The Cultural Immersion and Exchange Coordinator will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

The Cultural Immersion and Exchange Coordinator will oversee all aspects of Cultural Immersion and Exchange programs within the College, taking a proactive approach to strengthening the quality of all programs offered.

The Cultural Immersion and Exchange Coordinator will be required to work with the Deputy Principal Staff and Operations to undertake work in the areas below:

- Develop and oversee student engagement and exchange programs with the College's overseas partner schools.
- Develop and maintain the international exchange policy and all associated Cultural Immersion procedures, processes, and guidelines.
- Organise and oversee staff delegations to overseas partner schools and destinations.
- Oversee and coordinate student travel arrangements to overseas partner schools and destinations.
- Organise itineraries, flights, accommodation, visas and correspond with relevant agencies regarding travel arrangements.

- Prepare staff/students by coordinating meetings with students and parents, pre-departure briefings and debriefings for staff, parents, and students.
- Prepare appropriate documentation for staff, students, and parents regarding delegations to overseas partner schools.
- Oversee the preparation of appropriate documentation and material for tour leaders.
- Monitor and report on expenditure with relevant stakeholders as required.
- Oversee staff and student selection processes for all Cultural Immersion and Exchange Programs, including taking a proactive approach in the management of the procedures relating to selection.
- Oversee and organise home stay arrangements, including following all relevant external and internal policies and procedures.
- Liaise with host families and schools to ensure appropriate procedures are followed when participating in exchange programs.
- Work in consultation with the and Deputy Principal Staff & Operations in the development of a schedule of events each year, providing guidance as appropriate for the length and timing of all Cultural Immersion and Exchange programs.
- Prepare and monitor the Cultural Immersion and International Exchange budget.
- Oversee and coordinate the planning process for all Cultural Immersion and Exchange Programs, ensuring alignment with educational objectives and relevant requirements.
- Proactively support staff in their capacity as tour leaders.
- Collaborate effectively as part of the Operations Team to minimise disruption to timetabled classes.
- Develop and maintain accurate records in accordance with current Agreements and School policies.
- Prioritise student safety by adhering to all relevant policies and guidelines during planning and execution of all Cultural Immersion and Exchange Programs.
- Develop a proactive approach to risk management, including the assistance in construction and review of all risk assessments as part of the Cultural Immersion and Exchange Programs.
- Collect feedback from staff, students, and stakeholders to continuously improve the quality and impact of all Cultural Immersion and Exchange experiences.
- Other duties as required by the Principal and/or Deputy Principal Staff & Operations.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking, and innovation.
4. Proven capacity as an exceptional leader, with high level organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. An excellent grasp of current educational and operational thought and practice.
8. Ability to act independently and show a high level of initiative.
9. Proven effective experience in policy and procedure creation and implementation.
10. Sound understanding of policies and procedures relating to interstate and overseas travel.
11. A proven ability to initiate ideas, facilitate change and implement programs.
12. Understanding of intercultural perspectives alongside knowledge of our current cultural Immersion and Exchange Program offerings.
13. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal, Mr Jamie Madigan.

Applications close: 9am Monday 21 August