

Job Description – Admissions Teacher

Job Purpose

The Admissions Teacher is to work closely with the Principal (or his/her delegate) and the Admissions Officer (AO).

Responsible To

The Admissions Teacher reports directly to the Principal of IslandCA (or delegate) who reports directly to the Executive Director of Generations Christian Education.

Key Duties

Responsibilities:

- To carry out school presentations to prospective parents when the Principal and/or Vice Principal is unavailable.
- To take groups of prospective parents to visit the campus.
- To interview potential new students throughout the school year.
- To attend events such as international schools festival.
- To visit Small World Christian Kindergarten and other major feeder kindergartens to observe Year 1 applicants.
- To carry out school presentations at kindergartens for prospective Year 1 parents.
- To prepare and review assessment materials keeping them up-to-date.
- For new students who join during the school year, liaise with AO in order to designate classes and communicate with class teachers.
- To work with AO to arrange Year 1 interviews.
- To work with AO to organise Year 1 Parent Information Sessions.
- To work with AO to arrange Year 1 orientation days.
- To contact schools to find out further information about applicants if necessary. Carry out Skype interviews for international applicants.
- To reach out to new students, and their families, to ensure they are settling in.

Others:

- To perform ad hoc duties as assigned by the Principal or delegate.