



### JOB DESCRIPTION

<b>Location</b>	Dulwich College Beijing
<b>Department</b>	Senior School
<b>Position/Job Title</b>	Head of Senior School
<b>Reporting to</b>	Head of College
<b>Line Manages</b>	Senior School Leadership Team
<b>Collaborates with</b>	CLT
<b>Brief Overview or Role</b>	<p>The Head of Senior School is a member of the College Leadership Team (CLT). Members of the CLT have joint responsibility for all aspects of the school relating to the education and development of the students; each has a focus of responsibilities, but all contribute to the whole and support the work of others. The Headmaster has ultimate responsibility for the team, the staff and the students.</p> <p>At Dulwich College International, <b>students come first</b>. And because teachers play an extraordinary role in nurturing our students to become confident, curious and knowledgeable global citizens, we look to recruit the very best practitioners in international education who are passionate about unlocking the potential of our students.</p> <p>Our teachers nurture and inspire their students today to make a positive difference in the world – living fully, living responsibly, and living sustainably. We empower our Teachers to <b>Live Worldwide</b>.</p> <p style="text-align: center;"><b>Our Vision For Teachers</b></p> <p><b>Worldwise Teachers:</b></p> <ul style="list-style-type: none"> <li>• Put students first in all they do</li> <li>• Display a positive attitude, adaptability and open-mindedness</li> <li>• Show professional initiative and perseverance</li> <li>• Are truly collaborative and display highly developed communication skills</li> <li>• Are committed to internationalism and equity</li> <li>• Are committed to sustainability and global citizenship</li> </ul> <p><b>Worldwise teachers believe in:</b></p> <ul style="list-style-type: none"> <li>• The right of every student to be safe, supported and nurtured</li> <li>• Evidence-based and innovative pedagogy</li> <li>• Personalised and differentiated student learning</li> <li>• Setting high expectations for every student</li> <li>• Empowering students to reach their own goals</li> <li>• High levels of student motivation and engagement</li> </ul> <p><b>Worldwise teacher's practice:</b></p>



- Maximises every student’s opportunity to learn
- Promotes student agency, reflection and a love of learning
- Delivers academic rigour and holistic learning
- Reveals the complex and inter-disciplinary nature of learning content
- Creates a supportive and dynamic learning environment
- Develops students’ higher-order thinking

We live our values in everything we do. A company’s culture is a reflection of the company’s core values. Our behaviours reflect our values.

**Our Pillars, Our Values**

**WORLDWIDE**

- We build bridges to the world to make a positive difference
- We care for one another, our communities and our planet
- We are connected
- The future is always one step ahead yet we are already equipped with the skills, courage, compassion to navigate it with confidence.

STUDENTS COME FIRST	STUDENTS COME FIRST	STUDENTS COME FIRST
<ul style="list-style-type: none"> <li>• I put students at the heart of my decisions</li> <li>• I listen to student voice and it is reflected in my practice</li> <li>• I challenge myself to constantly do better</li> </ul>	<ul style="list-style-type: none"> <li>• I put the team’s success ahead of my own</li> <li>• I partner across our Group to create new ideas</li> <li>• I build trusting, respectful relationships</li> </ul>	<ul style="list-style-type: none"> <li>• I find creative ways forward</li> <li>• I seek out diversity of thought to inform rich insight</li> <li>• I turn ideas into actionable solutions</li> </ul>

<p><b>Duties and Responsibilities</b></p>	<p><b><u>Overall Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• The Head of Senior School is a role model for every student</li> <li>• The Head of Senior School is responsible for ensuring the best possible teaching and learning environment and placing students at the heart of decision making</li> <li>• The Head of Senior School is responsible for the safeguarding of students in her/his school, in line with the DCI safeguarding policy and code of conduct and in collaboration with the Head of College.</li> <li>• The Head of Senior School is responsible for Health and Safety in her/his school, in collaboration with the Headmaster and Director of Business and Administration</li> <li>• The day to day running of the Senior School, ensuring that this is in line with the school’s educational philosophy and that students enjoy a caring, happy and structured environment for work and play in which they, their parents and staff can feel secure</li> <li>• To take responsibility for the day-to-day business management of the Senior School, including the deployment of resources and of the budget</li> <li>• The Head of School should provide support, guidance and leadership and be a model of good practice for all staff</li> <li>• Possess excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents</li> <li>• Be understanding of the needs and issues facing all stakeholders within the school community</li> </ul>
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### **Organisation, Leadership and Management**

- Establish, review and develop Senior School aims, policies, structures and procedures and job descriptions in liaison with whole school policies
- Lead whole Senior School planning including the production of the School Improvement Plan (based on the College Improvement Plan)
- Control budgets in the Senior School, including delegation to subject departments
- Oversee line management and support for all teaching and support staff in the Senior School
- Chair full Senior School staff meetings, Senior School Leadership team meetings, support the Deputy Head of Senior School with curriculum committee meetings and attend meetings of the College Leadership Team
- Produce the Senior School Staff and Parent Handbooks
- Coach and / or mentor leaders within the Senior School

### **Curricular and Academic Responsibilities**

- Ensure the curriculum matches the aims of the school and reflects the needs of students, maintaining an understanding of curricular developments around the world, with a view to Dulwich College Beijing continuing to be a model of good practice in terms of teaching and learning.
- Ensure that measures of achievement are accurate and readily available so that students and their parents can take an active interest in performance and reflect upon progress
- Maintain open dialogue between the school, students and their parents on all matters educational. The Head of School is responsible for monitoring the progress of students from first placement in the school to the time they leave.
- Ensure curriculum planning, design and management, in liaison with Deputy Head and the Senior School Leadership Team and enhance vertical articulations with Early Years and Junior School
- Produce the Senior School (Y7 – Y13) curriculum handbooks in liaison with Deputy Head, Key Stage Leaders and the Senior School Leadership Team
- Timetabling and resource management
- Overall management of the Senior School self-evaluation and improvement strategies
- Ensure Performance Management and Line Management are effective
- Oversee and implement, monitor and evaluate the Senior School's learning and teaching policy, including the promotion of the College ethos and values
- Organise and present at parental curriculum and information evenings
- Work with the DCI Education Team to develop and embed the Group's 'Good to Great' progressive education agenda



	<p><b><u>Pastoral Leadership</u></b></p> <ul style="list-style-type: none"> <li>• Take primary responsibility for the pastoral care of the students in the Senior School from the time of their admission to the time that they leave, liaising with the Head of Junior School and the Head of Early Years to ensure that practice is consistent across the whole College, and ensuring that appropriate guidance programmes are in place to offer students support as they transition between the various stages of their education and between countries</li> <li>• Oversee and implement, monitor and evaluate the Senior School’s pastoral policy, including the promotion of the College ethos and values</li> <li>• In conjunction with the Director of AMX, Head of Admissions, Head of College, and DBA, coordinate procedures for student admissions, with the Admissions team operating as a distinct functional section? Encourage parental support and involvement in the work of the school</li> <li>• Take an active interest in the wellbeing of the students, creating best practices is followed</li> </ul> <p><b><u>Extra-Curricular Leadership</u></b></p> <ul style="list-style-type: none"> <li>• To be responsible for the effectiveness of the programme of school ECAs, assemblies, school trips, the House system, and all school activities which take place outside the formal classroom</li> </ul> <p><b><u>Quality Management and Support for Staff</u></b></p> <ul style="list-style-type: none"> <li>• Encourage strong teamwork</li> <li>• Respond to the need for staff professional development, making recommendations for this to CLT and the Director of PD</li> <li>• Oversee the Performance Management programme in the Senior School</li> <li>• Lead the end-to-end Senior School recruitment strategy in close partnership with the Head of College, setting the benchmark for teaching excellence and securing the highest-calibre talent to drive the School's academic vision forward. Manage the induction of new staff into the Senior School</li> <li>• Take responsibility for the learning environment, ensuring the rooms are in good order and reflect an atmosphere of learning, discovery and interest</li> <li>• Oversee the deployment of support staff</li> </ul> <p><b><u>Communication and Marketing</u></b></p> <ul style="list-style-type: none"> <li>• Ensure high quality marketing of the Senior School and College, in conjunction with the Head of College, and Director of Admissions, Marketing and Communications</li> <li>• Maintain regular and proactive communication with parents through regular website updates and information in the newsletter</li> </ul>
<p><b>Qualification and Experience Required</b></p>	<p><b><u>Qualifications &amp; Personal Development</u></b></p> <p><b>Essential</b></p>



	<p>University educated with an Honours Degree, recognised teaching qualification, evidence of on-going professional learning and development.</p> <p><b>Desirable</b> Further degree in education; hold or be working toward the National Professional Qualification for Headship (NPQH) or International Leadership and Management Programme (ILMP) or similar</p> <p><b><u>Knowledge</u></b> <b>Essential</b> In-depth knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Teaching strategies and pedagogy that both engage students and achieve the highest outcomes</li> <li>• Real leadership and management in the fields of learning and communication</li> <li>• Previous senior leadership position</li> <li>• School curriculum-National Curriculum for England/IB Diploma and A level</li> <li>• Assessment for Learning, use of data, baselines assessment and value added</li> <li>• ELA provision</li> <li>• Current educational issues and up to date curriculum developments</li> </ul> <p><b>Desirable</b> CIS accreditation process</p> <p><b><u>Experience</u></b> <b>Essential</b></p> <ul style="list-style-type: none"> <li>• A clear focus and passion for student learning</li> <li>• Leadership position in a school with responsibility for curriculum and / or pastoral care and / or personnel</li> <li>• Developing and implementing school quality improvement programmes, including demonstration of raising students' levels of achievement</li> <li>• Excellent professional knowledge (of curriculum, quality management, school organisation and current educational issues)</li> <li>• Successful partnerships and communication with parents and communities outside the school</li> <li>• Proven ability to support, motivate, lead and manage staff</li> <li>• The ability to represent the school to its student and parent community</li> <li>• Organisational and administrative skills, and experience of efficient resource management</li> <li>• Coaching and mentoring skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of an international setting/working overseas</li> <li>• Exhibits deep empathy and cultural sensitivity towards diverse cultural backgrounds, particularly those within the East Asian region, with the ability to adapt communication and practice accordingly</li> <li>• Clear educational vision based on evidence and experience</li> <li>• Resilience, good humour and balance</li> <li>• Excellent communication, organisational and interpersonal skills</li> <li>• Range of leadership approaches and styles</li> <li>• Passion for improving learning and the ability to lead the professional development of staff</li> </ul>
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	<ul style="list-style-type: none"> <li>• A belief in the promotion of shared values</li> <li>• Creative in identifying and meeting challenges</li> <li>• A problem solver who can adapt, change and listen actively</li> <li>• Open and sensitive to cultural differences</li> <li>• Reliable, committed, with clarity of thought and judgement</li> </ul>
<p><i><b>Dulwich College International is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.</b></i></p>	
<p><b>Job Description Reviewed</b></p>	<p>Date: June 2026</p>
<p><b>Approved by (Line Manager)</b></p>	<p>Signature: _____ Date: _____</p>
<p><b>Acknowledgement (Employee's Signature)</b></p>	<p>Signature: _____ Date: _____</p>