



JOB DESCRIPTION

Location	Dulwich College Beijing
Department	Junior School
Position/Job Title	Deputy Head of Junior School
Reporting to	Head of Junior School
Line Manages	Junior School Staff
Collaborates with	Junior School Leadership Team, Assistant Head of Junior School, Deputy Head of Early Years and Deputy Head of Senior School
Brief Overview or Role	<p>As Deputy Head of Junior School within a Dulwich school, you will serve as an integral part to the curriculum and assessment of its student body. This role is pivotal in providing proactive and responsive leadership to engage all stakeholders in the delivery of exceptional learning and teaching in order to ensure extracurricular, academic, personal and social pathway development and entitlement for all students is of the highest possible standard. The Deputy Head of Junior School acts as a link to all relevant departments that are essential to ensure the success of its student journey. Reporting to the Head of Junior School, the Deputy Head will support and promote a culture which is focused on growth, purpose, and a sense of belonging and flourishing in all aspects of the student experience.</p> <p>You also share with all colleagues a responsibility for:</p> <ul style="list-style-type: none"> • To do all that you can to ensure that you safeguard and promote the welfare of students in Junior School and the College (in line with EIM's Safeguarding Framework/Policy/Code of Conduct). • A collective approach to maintaining a high standard of positive behaviour management throughout Junior School. • Promote a culture of inclusion within the school community, where all views are valued and taken into account. • Maintaining a high standard of our learning environments throughout the school (incorporating Engaging Spaces). • The adequate storage and care of resources- year group and curriculum specific. • Keeping up to date with developments in educational practice and statutory requirements. • Implementing, where appropriate, school policies and guidelines, as identified by JSLT, DCB and EIM.
Duties and Responsibilities	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Be a leader of learning. • Share in the leadership of the Junior School, as a member of the Junior School Leadership Team. • Maintain an effective and productive working relationship with the Head of Junior School and take full responsibility for the Junior School in his absence. • Work in close partnership with the Deputies across the College, as well as other Junior School Deputy Heads across the Dulwich network, • Ensure the quality of teaching, learning, assessment and student progress across Junior School is of the highest standard.



- Have strategic leadership for developing an engaging and rigorous 21st Century creative curriculum.
- Understand and communicate data, tracking and value added for all year groups.
- Manage staff performance for Specialist Subject Leads.
- Teach to an exemplary standard and be a positive role model.

Shaping the future:

- In partnership with the Head of Junior School, establish and implement an ambitious vision and ethos for the future of Junior School.
- Contribute to the identification of Junior School's key strengths and weaknesses, and play a leading role in the Junior School's improvement planning process.
- Work in partnership with the Head of Junior School in leading the school through strategic planning and the formulation of policy and delivery of strategy, ensuring continuity across the whole College.
- Lead aspects of quality assurance procedures e.g. action planning to secure continual improvement and high standards.

Leading Teaching and Learning:

- Work with the Head of Junior School and other Junior School Leadership Team members to raise standards of learning and teaching through our annual staff Performance Management cycle.
- Oversee curriculum, planning, assessment, moderation, pupil progress meeting as part of the cyclical process.
- Lead the development, delivery and support for staff training, including Learning Assistants.
- Work in partnership with the Head of Junior School in ensuring successful implementation of our policies and strategies.
- Lead the processes involved in monitoring, evaluating and enhancing the quality of learning and teaching taking place throughout Junior School.
- Develop and review systems, ensuring a robust evaluation of school performance and actions secure improvements in-line with/exceed the appropriate Dulwich standards.
- Ensure through leading by example, the active involvement of students and staff in their own learning.
- Ensure a culture and ethos of challenge and support, where all students can achieve and become engaged in their own learning.

Developing self and others:

- Support the development of collaborative approaches to learning within Junior School and across the College.
- Support the induction of staff new to the College and those being trained within the Junior School.
- Participate as required in the selection and appointment of the Junior School teaching and support staff.
- Be an excellent role model for staff and students, in terms of being reflective and demonstrating a desire to improve and learn.
- Work with the Head of Junior School to deliver an appropriate programme of professional development for all staff, including quality coaching and mentoring, in line with the College Improvement Plan and Performance Management cycle.



	<p>Managing the organisation:</p> <ul style="list-style-type: none"> • Lead regular reviews of all systems, to ensure College wide requirements are being met and improved on where appropriate. • Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication. • Oversee the supervision of students throughout the school day (indoor and outdoor environment, break, lunchtime, start and end of the day). • Be an active and key member of the College Health and Safety committees. • Attend weekly/department curriculum meetings. • Be an active and key member of the College Education Leadership Team. • Undertake any professional duties, reasonably delegated by the Head of Junior School, which will include activities outside of school normal working hours. <p>Securing accountability:</p> <ul style="list-style-type: none"> • Lead and support Junior School staff in fulfilling their responsibilities with regard to the school's performance and standards. • Support the Head of Junior School, in reporting the school's performance to its community and stakeholders. • Promote and protect the health and safety welfare of all students and staff. <p>Strengthening the community:</p> <ul style="list-style-type: none"> • Work with the Head of Junior School in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers. • Promote the positive involvement of parents/carers in school life. • Organise and conduct meetings where appropriate with parents and carers, to ensure positive outcomes for all parties. • Strengthen partnership and community working. • Promote positive relationships and work with colleagues in other Dulwich Colleges and external agencies. <p>Timetabling and staffing</p> <ul style="list-style-type: none"> • To draw up School timetables and specialist timetables. • To respond to the changing needs throughout the year, adjusting the timetable to suit. • To manage the schedule of staff, cover arrangements and to communicate changes with staff daily. • To organize and manage professional learning e.g. weekly staff development meetings, new staff induction, and teacher planning week. <p>Calendar, Events, and Collage Publications</p> <ul style="list-style-type: none"> • Compile the school calendar for publication, liaising with all concerned parties to resolve issues. • Maintain the JS calendar and inform JSLT of changes. • Disseminate details of and arrangements of events to staff and parents. • Work with the Marketing team to coordinate timely contributions. • To organize and produce the JS weekly newsletter. <p>The Deputy Head of Junior School will be an out of class position; however, he/she will support with providing Year Leaders weekly (2 hour) release time, as well as supporting Junior School with reasonable cover of classes due to staff absence</p>
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	<p>(professional learning/trips/illness). This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.</p>
<p>Qualification and Experience Required</p>	<ul style="list-style-type: none"> • A bachelor's degree and teaching qualification • At least 3 years of management experience • Experience in leading teachers within a Junior School or similar setting • A proven track record of putting the interests of students first, promoting excellence and innovating for improvement • Excellent leadership, interpersonal and administrative skills • Integrity and the ability to inspire trust and confidence in dealing with personal and confidential issues • An awareness of current educational thinking/practices, particularly with respect to the teaching and learning of Junior School aged students • The ability to carry credibility with students, parents and staff both within and outside the DCB community • The ability to think strategically across the Junior School and within the College
<p><i>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.</i></p>	
<p>Acknowledgement (Employee's Signature)</p>	