



JOB DESCRIPTION

Location	Dulwich International High School Suzhou
Department	Whole School
Position/Job Title	Assistant Director - Teaching and Learning
Reporting to	Director, Deputy Director
Date Reviewed	September 2022

TEACH **WORLDWISE.**TM

Dulwich International High School has established two leading international schools in Zhuhai and Suzhou, offering an international curriculum primarily for Chinese students who are aiming for top universities in the UK, USA, and elsewhere. In our High Schools, we are focused on nurturing every student to have the skills and motivation to thrive in life and make a positive difference in the world – that is, to Graduate Worldwide. To this end, we look to recruit the very best practitioners in international education who are passionate about unlocking the potential of our students, and who will continue to grow with us as Worldwide Teachers.

Our Vision For Teachers



Worldwise teachers:

- Put students first in all they do
- Display a positive attitude, adaptability and open-mindedness
- Show professional initiative and perseverance
- Are truly collaborative and display highly developed communication skills
- Are committed to internationalism and equity
- Are committed to sustainability and global citizenship

Worldwise teachers believe in:

- The right of every student to be safe, supported and nurtured
- Evidence-based and innovative pedagogy
- Personalised and differentiated student learning
- Setting high expectations for every student

A Worldwise teacher's practice:

- Maximises every student's opportunity 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



<ul style="list-style-type: none"> • Empowering students to reach their own goals • High levels of student motivation and engagement 	<ul style="list-style-type: none"> • Creates a supportive and dynamic learning environment • Develops students' higher-order thinking
<p>Dulwich International High School Suzhou is an academically rigorous senior high school that offers the IGCSE and A-Level qualifications to students who wish to enter universities abroad. Our students are academically ambitious students, usually aged between 14 and 19, who have passed our entrance exams in English and Maths, (plus Science until 2019) to gain entry. Most of the students who attend DHSZ are PRC nationals who come to our school from a local middle school after having completed 9 years of compulsory education at Chinese schools; the remainder come from a variety of types of international schools. For almost all of our students, English is a second language and improving their English fluency and communicative competence is their biggest challenge. All of our students intend to seek admission to highly rated colleges and universities outside China, mainly in the US and the UK.</p>	
<p>Brief Overview of Role</p>	<p>The postholder will work to continually improve teaching and learning across the school so that every student can 'grow in Dulwich, thrive in life'. To support this, they will work to provide a personalized professional learning programme for each academic colleague.</p> <ul style="list-style-type: none"> • Leading pedagogical and assessment initiatives across the School with the aim of maximizing student outcomes • Monitoring, evaluating, and developing curriculum across the School • Improving the quality of teaching and learning throughout the School • Understanding, applying, and sharing contemporary educational research, theory and practice in pedagogy, assessment, and reporting
<p>Responsibilities</p>	<p>All employees are subject to the conditions of employment set out in their Employment Contract. This details the professional and particular duties required of employees, together with benefits provided by the College.</p> <p>The duties of the Assistant Director - Teaching and Learning at Dulwich International High School Suzhou are as follows:</p> <p>Leading Professional Learning</p> <ul style="list-style-type: none"> • To lead a learning focus throughout the School which is in line with the School's guiding documents, such as vision, values, context, and learning principles • To drive a culture of collaboration, excellence, and continued improvement • To oversee and manage the professional development opportunities for all academic staff well aligned with school priorities to support each individual at all stages of their career, and thus optimize outcomes for students • To lead the onboarding process for new academic colleagues. This requires being in school approximately two weeks prior to the start of term each year.



	<ul style="list-style-type: none">• Leading and planning for all in-school professional development days and training sessions• To lead the Blue Sky target setting process• To lead coaching and mentoring programmes in the school• To keep abreast of changes and developments in the profession, and encourage colleagues to do likewise, by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field• Assist the CLT in the oversight and management of the School's professional learning budget.• In conjunction with the Director and Deputy Directors, provide professional leadership and management of staff, supporting them to build capacity and to review performance, and inspiring them in their professional growth as educators.• In consultation with the Director and Deputy Directors, facilitate the implementation of a professional development program for staff that enhances the delivery of key curriculum outcomes, and promotes a philosophy of staff learning, development and growth.• In conjunction with Deputy Directors and Heads of Department, monitor the teaching and professional performance of any probationary teachers and teachers undergoing performance management.• Lead and continue to develop the Early Career teacher program within the school <p>Leading Teaching and Assessment</p> <ul style="list-style-type: none">• To lead the process of handling feedback, suggestions and complaints from parents as they pertain to teaching quality• Develop deep learning experiences that are engaging, relevant and authentic for students at all levels of their community – local, national and global.• Inspire and motivate the School community towards high educational standards.• Provide vision and leadership in the development of best practice in Teaching and Learning, acting as a thought leader in this area.• Work closely with the Head of EdTech to promote, encourage, model and monitor the use of digital technologies to support, enhance and extend teaching and learning throughout the School.• Work with the relevant members of the Academic Leadership Teams to enhance the use of student data to improve student outcomes.• Inspire, lead, develop and evaluate teaching and learning using a methodology that is evidence-informed and future-focused.
--	---



	<ul style="list-style-type: none">• Model exemplary teaching and learning and contemporary practice in teaching.• Ensure that learning spaces and facilities are set up, developed and maintained for optimal learning.• Support staff to develop a distinctive approach to pedagogy and curriculum to address the developmental and differentiated needs of students.• To line manage middle leaders of learning, such as the Head of EAL and Head of Ed-Tech• To lead formal and informal lesson observation processes within the school, with associated follow-up to drive learning quality• To lead school surveys of students, parents, and teachers, ensuring that these inform performance and improvement targets for individuals, teams, and the whole school <p>Leading Curriculum Development</p> <ul style="list-style-type: none">• To chair and develop the Curriculum Committee to ensure that it is effectively improving assessment practice across the School• To work with Heads of Department to evaluate curriculum for improved quality, balance, and relevance• To ensure a seamless vertical and horizontal curriculum articulation across the School, embedding WorldWise competencies <p>Leading Academic Recruitment</p> <ul style="list-style-type: none">• To work with the Deputy Director (Academic) and Director on teacher recruitment and retention <p>Strategy</p> <ul style="list-style-type: none">• Be innovative and creative and remain abreast of current educational and leadership research.• Provide strategic advice to the Director and ACLT concerning the implementation of programs and the development of innovations that enhance the School's offerings.• Play a lead role in the development, implementation and ongoing review of the Strategic Plan and the schools learning spaces.• Develop policies, programs and plans that are consistent with the School's Strategic Vision.• Develop a culture of improvement in teaching and learning by placing learning at the centre of strategic and operational planning.• To take responsibility for agreed areas of the school strategic plan• To foster appropriate external partnerships to enhance student learning <p>General</p>
--	---



	<ul style="list-style-type: none"> • To contribute to publications and media articles as required to support admissions and marketing • To undertake agreed whole-school and group-wide projects • Engagement with, and leading on, D3 initiatives including new platform set up and roll out as well as ongoing maintenance and improvement – Learning Studio • To show leadership through positive action and example. • The post holder will be a member of the School Leadership Team. • Ensure that safeguarding, health and safety, and all other College policies are known, understood and embedded into practice. • Any other duties as instructed by the Director and Deputy Directors
<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>Position held by</p>	
<p>Acknowledgement (Employee's Signature)</p>	