



## JOB DESCRIPTION

<b>Location</b>	Dulwich International High School Suzhou
<b>Department</b>	Whole School
<b>Position/Job Title</b>	Assistant Director – School Development
<b>Reporting to</b>	Director, Deputy Director
<b>Date Reviewed</b>	September 2022

### TEACH **WORLDWISE.**<sup>TM</sup>

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
- Empowering students to reach their own goals
- High levels of student motivation and engagement

#### A Worldwide 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
- 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><b>Brief Overview of Role</b></p>	<ul style="list-style-type: none"> <li>• To play a key role in developing the strategic vision and direction of the school</li> <li>• To support the Director and Deputy Directors in the appraisal and development of staff</li> </ul>
<p><b>Responsibilities</b></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 Assistant Director – School Development at Dulwich International High School Suzhou are as follows:</p> <p><b>School development and reputation</b></p> <ul style="list-style-type: none"> <li>• Identify and apply for relevant education awards to showcase the best practice at DHSZ.</li> <li>• Lead on school development to become a centre of excellence supported by research and professional learning in line with our signature programs.</li> <li>• Identify and encourage a greater range of applications to established and recognised student awards and opportunities to showcase students' work.</li> </ul> <p><b>External collaboration</b></p> <ul style="list-style-type: none"> <li>• Proactively collaborate and network within the EiM network to identify new opportunities for our school and staff</li> <li>• Identify and engage with school-external partners to improve outcomes for students.</li> <li>• With the ACLT, identify and formalise collaboration opportunities with DHZH to maximise the benefits of the high school network.</li> <li>• With the ACLT, identify and support initiatives to enhance collaboration between the three schools (DHSZ, DCSZ and SHS SIP).</li> <li>• With the ACLT, identify and formalise collaboration opportunities with Dehong schools to leverage expertise in Chinese education contexts.</li> </ul>



	<p><b>Leadership of DHSZ Worldwide approach</b></p> <ul style="list-style-type: none"> <li>• Work with leadership and colleagues to embed Live Worldwide as a culture that is a part of the fabric of our school community.</li> <li>• Work with leadership and colleagues to embed DHSZ Global citizenship competencies and Chinese cultural curriculum across the curriculum.</li> <li>• Create and develop structures that enable a range of opportunities for all students to access</li> <li>• Drive school impact in the community</li> </ul> <p><b>Accreditation</b></p> <ul style="list-style-type: none"> <li>• To lead AI / Middle States accreditation</li> </ul> <p><b>Staff wellbeing</b></p> <ul style="list-style-type: none"> <li>• Fully implement staff wellbeing frameworks in order for the school community to feel respected, connected, and empowered.</li> <li>• Identify and lead on initiatives to empower staff voice and choice within our school.</li> <li>• Look for, and participate in, opportunities to support and lead on groupwide initiatives in this area.</li> </ul> <p><b>School Calendar</b></p> <ul style="list-style-type: none"> <li>• In liaison with Deputy Director (Pastoral and Boarding), manage the compilation of the School Calendar for publication before the end of the summer term, liaising with all concerned parties to resolve issues</li> <li>• To keep the Calendar up-to-date throughout the year and remind staff of upcoming events</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To show leadership through positive action and example.</li> <li>• The post holder will be a member of the School Leadership Team.</li> <li>• Ensure that safeguarding, health and safety, and all other College policies are known, understood and embedded into practice.</li> <li>• To undertake any other duties as instructed by the Director and Deputy Directors</li> </ul>
<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>	



<b>Position held by</b>	
<b>Acknowledgement (Employee's Signature)</b>	