



JOB DESCRIPTION

Location	Dulwich International High School Suzhou
Department	Whole School
Position/Job Title	Assistant Director - Data and Assessment
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
- 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



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>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 – Data and Assessment at Dulwich International High School Suzhou are as follows:</p> <p>Maintenance of the School’s Management Information System (iSAMS) and D3 project</p> <ul style="list-style-type: none"> • Development and implementation of the Management Information System (MIS) – iSAMS across the school. • Engagement with, and leading on, D3 initiatives including new platform set up and roll out as well as ongoing maintenance and improvement – Smart Schools project, Insights, Launchpad <p>Student tracking and progress</p> <ul style="list-style-type: none"> • Liaising with CLT, create and implement systems that allow for a wide range of data on specific students to be stored in one place, coherent, easily accessible, and useful for all stake holders (staff, parents, and students) • Research, develop, and implement carefully targeted methods to improve assessment systems, reporting systems and use of student data and impact on learning and wellbeing outcomes. • Liaise with ACLT, HODs and HOYs regarding data production and interpretation to support students’ wellbeing and academic progress • To manage student data and ensure that teachers have ready access to data which informs decision making <p>Data policy and strategy</p> <ul style="list-style-type: none"> • Development and implementation of policies related to data collection, storage, and usage at DHSZ, in line with school strategic aims • Contribute to the school strategic plan as and when required with provision of reliable, valid data on student progress. • Coordinate appropriate training and support to academic and pastoral staff with regards to using the MIS, data analysis, and the use of data
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	<p>Internal and external examinations and assessment</p> <ul style="list-style-type: none"> • Line-lead the Data Assistant to provide timely, meaningful information and ensure clarity, transparency, and operational succession planning • Line-lead the Exams Officer in the implementation of exams, both internal and external across the school. • To manage the Exams Officer and to provide support for the adjustment of the timetable as necessary during examination periods <p>Timetabling and daily cover</p> <ul style="list-style-type: none"> • To assist the Deputy Director (Academic) in constructing the school’s timetable and manage timetable amendments throughout the year • To manage the cover and supply needs of the School • Oversee daily academic cover in the school. <p>General</p> <ul style="list-style-type: none"> • 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. • To undertake 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>	