



**JOB DESCRIPTION**

<b>Location</b>	Dulwich College Suzhou
<b>Department</b>	DCSZ Senior School
<b>Position/Job Title</b>	Deputy Head of Senior School (Academic)
<b>Reporting to</b>	Head of Senior School
<b>Line Manages</b>	In collaboration with the Deputy Head of Senior School (Pastoral), the Deputy Head of Senior School (Academic) will line manage the Assistant Heads of Key Stage (KS3, KS4, and KS5), as well oversee the academic middle leadership.
<b>Liaison with</b>	Head of Senior School, Curriculum Committees, SSLT, DSLT and JSLT
<b>Brief Overview of Role</b>	<ul style="list-style-type: none"> <li>• To ensure that the school is a safe learning environment in which students come first and feel challenged and motivated</li> <li>• To have strategic oversight of the implementation of Senior School’s academic priorities</li> <li>• To enact and embed the practices of high-quality teaching and learning as defined in the Academic Learning Suite</li> <li>• To ensure the curriculum from Junior School to KS5 is aligned, well documented, and coherently implemented</li> <li>• To oversee student progress and development through comprehensive data tracking and student engagement/mentoring</li> <li>• To line manage and develop Heads of Faculties and Departments as pedagogical leaders</li> <li>• To support the Head of Senior School in the development and appraisal of Senior School staff</li> <li>• To nurture and engender a culture of high expectations in both the student and staff bodies</li> <li>• To assume leadership and aim for excellence in all areas relating to academics in the Senior School and certain aspects of the whole College</li> <li>• To develop a culture of innovative practices in which teachers feel empowered and supported to trial new pedagogies which will have a positive impact on the student experience</li> <li>• To deputise for the Head of Senior School as required</li> </ul>
<b>Duties and Responsibilities</b>	All teachers are subject to the conditions of employment set out in their Teaching Contract. This details the professional and particular duties required of teachers, together with benefits provided by the College.



	<p>The duties of an Deputy Head of Senior School in Dulwich College Suzhou are as follows:</p> <p><b>Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>• To ensure that learning is at the heart of the Senior School</li> <li>• To promote excellence and innovation in teaching and learning</li> <li>• To lead on the Academic Board and ensure vertical articulation of the curriculum</li> <li>• To work with line managed staff to ensure a seamless transition of students through the Senior School</li> <li>• To ensure that challenging but realistic targets for attainment and progress are set for every student and that progress is monitored during the year</li> <li>• To ensure accountability of staff for internal and external results (IGCSE and IB) results and to chair the Academic Review Panel</li> <li>• To monitor systems to ensure student tracking data and targets are used appropriately</li> <li>• To facilitate the issue of student reports and transcripts that are accurate and of the highest quality</li> </ul> <p><b>Policy/Strategic Direction and Development</b></p> <ul style="list-style-type: none"> <li>• To play a key role in creating and sharing a vision for the development of the school and to contribute to the development and delivery of the College/Senior School Improvement Plan.</li> <li>• To keep policies under review to ensure that they meet the changing needs of the school and respond to developments in educational policy in our school and at DCI</li> </ul> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• To lead and line manage Heads of Department/Senior School Staff enabling them to promote the highest standards of teaching and learning.</li> </ul> <p><b>Monitoring, Evaluation and Assessment</b></p> <ul style="list-style-type: none"> <li>• In consultation with the Head of Senior School and the Deputy Head (Pastoral), to manage the process of departmental review and development planning ensuring that rigorous monitoring and evaluation processes are in place</li> <li>• To oversee the analysis of academic performance data and promote, monitor and evaluate its effective use in maximising student attainment and improving progress in teaching and learning.</li> <li>• To analyse exam results, both IB and IGCSE, to provide relevant statistics on examination entry/results</li> </ul>
--	--



	<ul style="list-style-type: none"> <li>• To ensure a rigorous process for the regular assessment, recording and reporting of student progress and to ensure that academic data is consistently utilised to inform and improve teaching and learning and to promote progress and achievement for students of all abilities.</li> </ul> <p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• To develop and maintain a culture of high expectations</li> <li>• To identify whole school and departmental training needs</li> </ul> <p><b>Timetabling and Staffing</b></p> <ul style="list-style-type: none"> <li>• To draw up the Senior School timetable and the specialist timetables for the Junior School and DUCKS to meet the needs of each school</li> <li>• To respond to the changing needs of each school throughout the year, adjusting the timetable to suit</li> <li>• To coordinate with the Assistant Heads of KS4 and 5 and the IGCSE Examination Officer in the preparation of examination schedules, for rooming and invigilation</li> </ul> <p><b>Calendars and Events</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the Head of Senior School and Deputy Head of Secondary School, to compile the Senior School Calendar for publication to staff before the end of the summer term</li> <li>• To lead the Heads of Faculty to ensure that an assessment calendar and curriculum map is created and published to students, parents, and staff at the beginning of the academic year</li> <li>• To disseminate details of and arrangements for events to staff and parents via Staff Briefing and Meetings, The Alleynian, and other means as appropriate</li> </ul> <p><b>College Publications</b></p> <ul style="list-style-type: none"> <li>• Work with the Marketing Manager to coordinate timely contributions from the Senior School towards College publications</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To undertake any other duties as requested by the Head of Senior School and Headmaster of the College</li> <li>• To show leadership through action and example</li> <li>• The post holder will teach a reduced timetable agreed with the Head of Senior School and also be a member of the Senior School Leadership Team</li> <li>• The salary will be on the scale for Deputy Heads.</li> </ul>
<b>Person Specification</b>	
<b>Personal Quality</b>	<ul style="list-style-type: none"> <li>• Excellent leadership skills</li> </ul>



	<ul style="list-style-type: none"> <li>• A clear vision for improving learning</li> <li>• Excellent interpersonal and administrative skills</li> <li>• Significant experience of timetabling, SIMS, and senior level Administration within a secondary school environment</li> <li>• Carry general credibility with students, parents and staff both within and outside the DCSZ community</li> <li>• Speak effectively at public meetings</li> <li>• Significant experience in leading whole school/College change management projects with a proven track record of success</li> <li>• Think strategically across the Senior and whole school.</li> </ul>
<b>Education</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• University educated with a relevant degree</li> <li>• Recognised teaching qualification</li> <li>• Evidence of ongoing professional development</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Further degree in education</li> </ul>
<b>Knowledge</b>	<p>In-depth knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Previous leadership / responsibility position</li> <li>• School curriculum – IBDP, IGCSE, and English National Curriculum</li> <li>• ELL provision</li> <li>• Current educational issues and up to date curriculum developments</li> <li>• Application of effective learning and teaching strategies that attain high levels of student achievement</li> <li>• Advanced knowledge of student information systems (such as SIMS) and other core educational technologies</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Expertise to secure students’ self-esteem and enable students to become resilient learners</li> <li>• A clear focus on learning</li> <li>• A record of highly effective classroom practice</li> <li>• Knowledge of strategies to raise standards for all groups of learners and to secure high levels of student achievement</li> <li>• Prior experience as a curriculum leader in a Senior School</li> <li>• Professional knowledge (of curricula, quality management, school organisation and current educational issues)</li> <li>• Successful partnerships with school parents and communities</li> <li>• Ability to support, motivate, lead and manage staff to improve learning and teaching</li> <li>• Organisational and administrative skills, and experience of efficient resource management</li> <li>• Use of data to improve learning and teaching</li> <li>• Has experience of implementing change effectively</li> </ul>



	<p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience in an international environment</li><li>• Experience in an international or independent / private school</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>	
<p><b>Acknowledgement (Employee's Signature)</b></p>	