DULWICH COLLEGE | SEOUL |
덜위치 칼리지 서울

Candidate brief for the position of Head of Primary School, Dulwich College Seoul August 2018



HEAD OF PRIMARY SCHOOL

FOR AUGUST 2018

Dear Applicant,

Thank you for your interest in the post of Head of Primary School at Dulwich College Seoul. After five years of successful development and growth under the skilful leadership of Mr Marcus Sherwood, we are seeking to appoint an experienced educator with a passion for learning and excellent interpersonal skills, confident and capable of taking us forward towards even greater success.

Dulwich College Seoul is a through school from Nursery to Year 13, located in Banpo, next door to Gangnam, just south and central of the Han River in Seoul. Ours is a green, attractive and affluent neighbourhood with easy access to everything a first-world capital can offer. We consistently attract a talented staff, alongside wonderful students (with ambitious parents), who work warmly together to produce fantastic results. We pride ourselves on maintaining a respectful, energetic and secure environment, where all can thrive and feel supported. We have a stated ambition to develop students who are the kindest in the Universe.

The College opened in 2010, the fourth of the eleven Dulwich schools and has since established itself as a world class institution. In contrast to some of our sister schools we are based in the city which provides benefits and challenges. While space may be at a premium, our facilities are of an exceptional quality and are very well-used. The local area provides an extension to our footprint with access to the river, additional sports facilities, outstanding arts venues and the many talented people who live in Seoul. Consequently, there is a full and vibrant programme of academics and activities in and out of the classroom for all students.



The College's roll is 650 students and currently capped by license to 700, with the Primary roll standing at just under 400. The Primary School consists of an Early Years Foundation Stage unit in a world-class learning environment featuring continuous learning indoor and outdoor, and then three 20-student strong classes in Years 1-6, again each with access to out of classroom learning spaces. Any visitor to the College will notice a focused atmosphere for learning, fun, energy and very impressive people throughout.

I hope you find the information provided helpful. The College website at www.dulwich-seoul.kr and the Dulwich College Seoul Facebook page will also help you learn more about what we believe in.

I look forward to receiving your application.

Yours sincerely,

Graeme Salt
Headmaster

COLLEGE GUIDING STATEMENTS

PHILOSOPHY & OBJECTIVES

Because Children Come First:

1. We provide a safe and stimulating environment
2. We allow every individual to realise their full potential
3. We promote the development of the whole child through a holistic approach to learning
4. We recognize that meaningful learning involves taking risks
5. We prepare children to live in an ever-changing world
6. We emphasize the benefits of working together
7. We celebrate diversity in our local and international community
8. We encourage respect for the environment
9. We develop compassionate, caring individuals with respect for themselves and others



DULWICH COLLEGE INTERNATIONAL

The Dulwich College International group (DCI) was founded on Dulwich College's vision to take its nearly 400 years of educational experience, academic excellence and innovation abroad. The first of the British independent schools to venture overseas, Dulwich College opened its first school in Shanghai in 2003. Since then, DCI's enrolment has grown to over 6,000 students, from over 60 countries attending Colleges in Beijing, Seoul, Shanghai (Jinqiao in Pudong and Minhang in Puxi), Singapore, Suzhou and Yangon and International High Schools in Suzhou, Zhuhai and Shanghai.

DCI has grown into a family of schools embracing the same core values and practices of Dulwich College and is committed to inspiring our students in every facet of their education. This strategic commitment to a powerful network is expressed as 'one College, many campuses'. The group is committed to leveraging its position as a global family of schools to deliver an inspiring education to its students and provide its teachers with enriching and rewarding careers. It follows a simple and clear set of values which govern each College's development. These are an unwavering commitment to put the student first, aiming for excellence in everything we do and recognising that invention has a substantial part to play in DCI's growth and success.

Utilising its geographical diversity and shared knowledge base, the group provides the highest quality of education to its students, offering them unique opportunities for personal development and success.

The Dulwich College educational philosophy places an equal emphasis on our students' intellectual and personal development, encouraging them to learn from everything they do. We expect our teachers to inspire students, taking them on a journey of discovery to find where their individual talents lie. We want our students to think and learn independently.

We have built on our experience as educators to shape our approach to a wide variety of interests and learning styles. The close collaboration among our Colleges stimulates innovation and encourages an international worldview, which we believe provides students with an advantage in the future they will face.

Each of the schools is subject to accreditation through CIS, IBO, CIE and the UK Independent Schools Inspectorate. Dulwich College (DCL) inspects each College annually and is represented within the body governing the whole group and similar bodies for each College. The Head of each of the Colleges sits on the DCI Steering Group which helps to direct the development of DCI. Learn more about the group at

www.indulwich.com.

DULWICH COLLEGE

The dynamic partnership between Dulwich College in London and the DCI group aims to establish the Dulwich College vision in Asia and further afield by bringing the best education to students around the world.

Dulwich College was founded in 1619 by Edward Alleyn, renowned Elizabethan and Jacobean actor. It is an academically selective boys' school in south London attracting boys from the top 15% of the UK academic range. It is one of the UK's most prestigious independent schools and has the largest overseas network of any British independent school.

Dulwich is recognised as a pioneer in education. It introduced the Modern Curriculum in the 1880s under the then Master, Canon Carver. It was one of the first schools in the UK to introduce Mandarin Chinese into the curriculum and was the first of the British independent schools to open a campus in 1996 in Asia. It is also renowned for the Dulwich Experiment in the Forties and Fifties, which admitted students on a needs-blind basis based on academic ability alone. One of its most famous products was Eddie George, a Dulwich postmaster's son, who became Governor of the Bank of England. A needs-blind policy still exists with approximately a third of its 1,500 students on bursaries or scholarships.

Dulwich College aims to create an environment which promotes an independent work ethic and encourages all pupils to acquire a love of learning. It is committed to nurturing a supportive community which encourages a sense of social responsibility and spiritual and personal development, ensuring that pupils from a variety of backgrounds can feel secure and equally valued. These are ambitions shared by the international schools. Elsewhere, Dulwich College is actively involved with supporting and sharing best practice and educational initiatives between private and state sector education.

Under the Worldwide Charter, Dulwich College is actively involved at every level of the DCI schools with collaborative projects between teachers and students, inspections and annual visits from either The Master and Deputy Master (External).



DULWICH COLLEGE SEOUL



Who We Are

Dulwich College Seoul first opened its doors in 2010. Since then, our campus has grown to include 650 students, ranging in age from 3 to 18 years and spanning over 40 nationalities.

Borne from a diverse environment and student body, our curriculum is based on the enhanced English National Curriculum up to Year 9, IGCSE courses for students in Years 10 and 11, and the International Baccalaureate Diploma in Years 12 and 13. All students study compulsory Mandarin up to the end of Year 9, with many continuing with it as an examination subject in the Senior School years.

We focus on academic excellence, sporting success, and the highest standards of the arts. We foster in every child a sense of the importance of community service, encouraging our students to make the most of the international context in order to embrace other cultures and develop lifelong friendships.

Governance

The College is divided into a Primary School for students aged 3-11 (Nursery to Year 6) and the Senior School for students aged 11-18 (Year 7-13). Each school is run on a day to day basis by a Head of School who reports to the Headmaster. There are middle leadership teams within each school as well as responsibility posts for some whole College departments. The Headmaster, two Heads of School, the Director of Business and Administration, and the Director of Development make up the College Leadership Team.

Language Acquisition & EAL

English is the main language of instruction. There is strong English as an Additional Language (EAL) support through the whole College.

DCSL Head of Primary School

Facilities

Our wonderful facilities include classrooms with SMART boards, music practice rooms, art, music and IT suites, science laboratories, libraries, studio theatre and a traditional theatre. Our sports facilities include an astro field, a sports hall, a swimming pool and two outside astro futsal pitches.

Accreditations and Memberships

- Council of International Schools (CIS)
- International Baccalaureate Organization (IBO)
- Cambridge International Examinations (CIE)
- Western Association of Schools and Colleges (WASC)

- Federation of British International Schools in Asia (FOBISIA)
- Korean International Schools Activities Conference (KISAC)
- Korean-American Interscholastic Activities Conference (KAIAC)



A BRIEF GUIDE TO SEOUL

Situated on the Han River, Seoul is an enigmatic city that embraces the latest advances in technological innovation while preserving its vibrant 5,000 year old traditions and culture. With a population of over 11 million people and a large expatriate community warmly welcomed by its Korean hosts, it has something for everyone. Seoul has four distinct seasons cycling through hot, humid summers to cold, dry winters with beautiful spring and autumn months in between.The abundant trees of Seoul are transformed from magnificent spring blossom to verdant green, a startling autumnal range and then to clean winter branches through the year. Air pollution is on a par with modern western cities. Winter sees plenty of snow in the hills north of the city, which are a popular destination for hikers and skiers, with the closest slopes accessible via the city's subway system. The subway is a cheap, safe and speedy way to travel around the city with the integrated T card system providing even greater convenience. The T card can also be used on buses and taxis. As an example of the most wired city in the world, the subway provides a full Wi-Fi connection throughout. Announcements on trains and buses are repeated in English with all subway notices in both languages which makes for ease of travel throughout the city.

There is a vibrant cultural life in Seoul with classical and modern music, traditional and innovative art, national and international drama and film of all types on offer. The school is situated just south of the river in the prosperous Seocho District, close to the Gangnam District (made famous by Psy) and the French district's collection of bars, restaurants and bakeries, and within striking distance of the most cosmopolitan of Seoul's districts, Itaewon. Food and eating out are a national obsession and Seoul offers a multitude of options to suit all palates, from world class Korean barbeque and international cuisines to ubiquitous fast food and street food outlets. There are lots of options for sport, both as a participant and as a spectator. There are many miles of cycle tracks along the Han, walking trails within the city, rock climbing sites, sports centres and clubs to cater for team sports. Professional teams in football, basketball, volleyball and, in particular, baseball draw large and passionate crowds resulting in sporting experiences beyond the norm. Children's playgrounds abound to cater for the majority of families who reside in apartments. Seoul is a fantastic base from which to explore North and East Asia with an excellent selection of flights from the ultra-modern Incheon Airport, the main airport serving Seoul.



THE ROLE

The Head of Primary School is a member of the College Leadership Team (CLT). Members of the CLT have joint responsibility for all aspects of the school relating to the education and development of the students; each has a focus of responsibilities, but all contribute to the whole and support the work of others. The Headmaster has ultimate responsibility for the team, the staff and the students.

Overall Responsibilities

- The Head of Primary School is responsible for ensuring the best possible learning and teaching environment and placing students at the heart of decision making
- The Head of Primary School is responsible for the safeguarding of students in her/his school, in line with the DCI safeguarding framework, policies and code of conduct and in collaboration with the Headmaster
- The Head of Primary School is responsible for Health and Safety in her/his school, in collaboration with the Headmaster and Director of Business and Administration
- The day to day running of the Primary School, ensuring that this is in line with the school's educational philosophy and that students enjoy a caring, happy and structured environment for work and play in which they, their parents and staff can feel secure
- To take responsibility for the day-to-day business management of the Primary School, including the deployment of resources and of the budget
- The Head of School should provide support, guidance and leadership and be a model of good practice for all staff
- Possess excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents
- Be understanding of the needs and issues facing all stakeholders within the school community



Organisation, Leadership and Management

- Establish, review and develop Primary School aims, policies, structures and procedures and job descriptions in liaison with whole school policies
- Lead whole Primary School planning including the production of the School Improvement Plan (based on the College Improvement Plan)
- Control budgets in the Primary School, including delegation to subject departments
- Oversee line management and support for all teaching and support staff in the Primary School
- Chair full Primary School staff meetings, Primary School Leadership team meetings, support the Deputy Heads of Primary School with curriculum committee meetings and attend meetings of the College Leadership Team
- Produce the Primary School Staff and Parent Handbooks
- Coach and / or mentor leaders within the Primary School

Curricular and Academic Responsibilities

- Ensure the curriculum matches the aims of the school and reflects the needs of students, maintaining an understanding of curricular developments around the world, with a view to Dulwich College continuing to be a model of good practice in terms of learning and teaching.
- Ensure that measures of achievement are accurate and readily available so that students and their parents can take an active interest in performance and reflect upon progress
- Maintain open dialogue between the school, students and their parents on all matters educational. The Head of School is responsible for monitoring the progress of students from first placement in the school to the time they leave.
- Ensure curriculum planning, design and management, in liaison with Deputy Head (Curriculum) and the Primary School Leadership Team and enhance vertical articulations with the Senior School
- Produce the Primary School curriculum handbooks in liaison with Deputy Head (Curriculum), Year Leaders and the Primary School Leadership Team
- Timetabling and resource management
- Overall management of the Primary School self-evaluation and improvement strategies
- Ensure Performance Management and Line Management is effective
- Oversee and implement, monitor and evaluate the Primary School's learning and teaching policy, including the promotion of the College ethos and values
- Organise and present at parental curriculum and information evenings

Pastoral Leadership

- To take primary responsibility for the pastoral care of the students in the Primary School from the time of their admission to the time that they leave, liaising with the Deputy Head (Pastoral) and Head of Senior School to ensure that practice is consistent across the whole school, and ensuring that appropriate guidance programmes are in place to offer students support as they transition between the various stages of their education and between countries
- Oversee and implement, monitor and evaluate the Primary School's pastoral policy, including the promotion of the College ethos and values
- Coordinate procedures for student admissions, in liaison with the Admissions team
- Encourage parental support and involvement in the work of the school

Extra-Curricular Leadership

- To be responsible for the effectiveness of the programme of school ECAs, assemblies, school trips, the House system, and all school activities which take place outside the formal classroom

Quality Management and Support for Staff

- Encourage strong teamwork
- Respond to the need for staff professional development, making recommendations for this to CLT and CPD Leaders in the Primary and Senior Schools.
- Oversee the Performance Management programme in the Primary School
- Lead the Primary School recruitment process in collaboration with the Headmaster, ensuring the highest quality of staff join the Primary School
- Manage the induction of new staff into the Primary School
- Take responsibility for the learning environment, ensuring the rooms are in good order and reflect an atmosphere of learning, discovery and interest
- Oversee the deployment of support staff

Communication and Marketing

- Ensure high quality marketing of the Primary School and College, in conjunction with the Headmaster, and Director of Admissions, Marketing and Communications
- Maintain regular and proactive communication with parents through regular website updates and information in the newsletter



THE PERSON

Reporting to: Headmaster
Direct Reports: Primary School Leadership Team, currently consisting of Deputy Head (Pastoral), Deputy Head (Curriculum) and Leader of the Foundation Stage.
Duties: To assume overall responsibility for the day-to-day running of the Primary School.

The successful candidate will have the ability to be an inspirational and innovative leader who can secure the full engagement of staff and all other stakeholders in the delivery of the school's objectives. She/he will show leadership and moral values through action and example in her/his daily conduct. She/he will engage superbly with the community, be a respected ambassador for the College, motivate others, and achieve excellent academic results within a truly holistic environment. The successful candidate will have the following key skills, experience and attributes:



Qualifications & Personal Development

Essential
University educated with an Honours Degree, recognised teaching qualification, evidence of on-going professional learning and development

Desirable
Further degree in education; hold or be working toward the National Professional Qualification for Headship (NPQH) or International Leadership and Management Programme (ILMP) or similar

Knowledge

Essential
In-depth knowledge and understanding of:

- Real leadership and management in the fields of learning and communication
- Previous senior leadership position
- School curriculum - National Curriculum for England
- Assessment for Learning, Assessment of Learning, use of data, baselines assessment and value added
- EAL provision
- Current educational issues and up to date curriculum developments
- Teaching strategies and pedagogy that both engage students and achieve the highest outcomes

Desirable
CIS accreditation process

Experience

Essential

- A clear focus and passion for student learning
- Leadership position in a school with responsibility for curriculum and / or pastoral care and / or personnel
- Experience in an international or independent / private school
- Developing and implementing school quality improvement programmes, including demonstration of raising students' levels of achievement at KS1 or KS2
- Excellent professional knowledge (of curriculum, quality management, school organisation and current educational issues)
- Successful partnerships and communication with parents and communities outside the school
- Proven ability to support, motivate, lead and manage staff
- The ability to represent the school to its student and parent community
- Organisational and administrative skills, and experience of efficient resource management
- Coaching and mentoring skills

Desirable

- Experience in an international environment
- Working overseas
- Knowledge of other cultures, particularly in the Far East

Qualities

- Clear educational vision based on evidence and experience
- Resilience, good humour and balance
- Excellent communication, organisational and interpersonal skills
- Range of leadership approaches and styles
- Passion for improving learning and the ability to lead the professional development of staff
- A belief in the promotion of shared values
- Creative in identifying and meeting challenges
- A problem solver who can adapt, change and listen actively
- Open and sensitive to cultural differences
- Reliable, committed, with clarity of thought and judgement



HOW TO APPLY

Remuneration

An attractive salary and benefits package, commensurate with the responsibility of the post and the stature of the school, will be offered. This will be reviewed annually. Suitable accommodation will be provided close to the school. Other elements of the package include private health care and medical insurance for the whole family, 100% school fees remission for children, annual flights allowance, inbound and outbound shipping allowance, and a severance payment of final month salary per year's service at end of employment. The appointment may be terminated by a minimum notice of one year by either party.

How to Apply

Please send a letter of application, CV and statement of education philosophy to the Headmaster's Executive Assistant, Helen Chung, at helen.chung@dulwich-seoul.kr. Each document should be a maximum of 2 sides.

All applications will receive an acknowledgement response.

The closing date for applications: Monday 2 October.

First stage interviews will be held at Dulwich College in London on Thursday 26 & Friday 27 October. If shortlisted, you will be invited to a final interview in Seoul in mid-November 2017.

