



## JOB DESCRIPTION

<b>Location</b>	Dulwich International High School Suzhou
<b>Position/Job Title</b>	Deputy Director (Curriculum)
<b>Reports to</b>	The Director
<b>Brief Overview of Role</b>	<p>The Deputy Director (Curriculum) is a member of the School Leadership Team who assumes a school-wide leadership role for curriculum development, delivery and student progress. The Deputy Director (Curriculum) plays a key role in developing the vision and strategic direction for the school and develops a vertically and horizontally aligned curriculum that assists the implementation of the vision and strategic goals.</p>
<b>Duties and Responsibilities</b>	<p>Dulwich International High School Suzhou (DHSZ) seeks to provide its students with an excellent international educational experience. They will be provided with a wide variety of experiences that will allow each individual to have the opportunity to be their best. Students will be challenged to go beyond the classroom to seek out situations where they can make a positive difference to their community particularly embracing the opportunities afforded by our host country, China. These guiding principles are an intricate part of the School's Philosophy and Objectives document. Teachers at DHSZ are vital in facilitating this educational process.</p> <p>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 School. Additional procedural information can be obtained from the School Handbook.</p> <p><b>Specific responsibilities for Deputy Director the following:</b></p> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>To review, develop and implement academic programmes that ensure the strategic direction and vision of the school are met</li> <li>To ensure a range of appropriately challenging yet accessible programmes are available for all students that allow them to have success</li> <li>Work with HODs to co-ordinate schemes of work and curriculum guides across all subject areas to ensure the successful implementation of high-quality teaching programmes</li> <li>Work with Heads of Year and University Counselling to ensure the appropriate placement of students</li> </ul> <p><b>Timetabling and Staffing</b></p> <ul style="list-style-type: none"> <li>Construct the school's timetable to support the curriculum aspirations of</li> </ul>

# DULWICH INTERNATIONAL | SUZHOU | HIGH SCHOOL

SUZHOU HIGH SCHOOL

德威国际高中, 江苏省苏州中学



	<p>the school</p> <ul style="list-style-type: none"> <li>• Liaise with the Director and HODs to ensure the school is adequately staffed for its curriculum needs</li> <li>• Oversee the co-ordinator of cover and supply to ensure the school is adequately staffed on a day to day basis</li> <li>• Work with the Deputy Director (Academic) and Director on the recruitment process to ensure the best possible teaching staff are employed</li> </ul> <p><b>Assessment and Reporting</b></p> <ul style="list-style-type: none"> <li>• Plan and implement an assessment system that best aids student progress</li> <li>• Oversee quality reporting to parents that best shows student progress</li> <li>• Organisation and oversight of parent-teacher-student consultations</li> <li>• Co-ordinate, and ensure adherence to, the assessment and reporting calendar</li> <li>• Ensure the production of quality transcripts</li> <li>• Prepare analysis of, and report back on, exam results, as well as lead reviews which lead to better outcomes for students</li> </ul> <p><b>Data, Tracking and Interventions</b></p> <ul style="list-style-type: none"> <li>• Work with the Head of Assessment, Data and Tracking to design and implement a system of data capture that best represents the progress of our students</li> <li>• Work with the Heads of Year to track and analyse data, and implement effective interventions when required</li> <li>• Implement an effective target setting process that contributes to student success</li> <li>• Oversee SIMS across the school</li> </ul> <p><b>Exams</b></p> <ul style="list-style-type: none"> <li>• Oversee, in conjunction with the Exams Officer, the administration of internal and external exams</li> <li>• Liaise with exam boards</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>	