



## JOB DESCRIPTION

<b>Location</b>	Dulwich International High School Suzhou
<b>Department</b>	English and Modern Language Department
<b>Position/Job Title</b>	Head of English and Modern Language
<b>Reporting to</b>	Director, Deputy Director
<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>The Head of Department has overall responsibility for the leadership, development and ongoing review of the subject area for all School students.</p> <p>The duties of the Head of English and Modern Language at DHSZ are as follows:</p> <p><b>Organisation, Leadership, Management</b></p> <ul style="list-style-type: none"> <li>• Contribution to the overall management of the School Curriculum through membership of the Curriculum Committee.</li> <li>• Management and leadership of the department, including chairing regular meetings to discuss subject issues, which include matters arising from Curriculum Committee and general staff meetings.</li> <li>• Management and responsibility for the department development plan.</li> <li>• Preparation of department annual reviews with Director &amp; Deputy Director to include examination analysis, progress against department development plans &amp; actions for improvement.</li> <li>• Management of the administration and regular review of Assessment, Recording and Reporting (ARR) procedures in the department, to ensure</li> </ul>



that it is clearly understood by all in the community.

- Organisation of the proof reading and quality assurance of subject comments in School Reports.
- Assisting Deputy Director responsible for staff absence/cover to ensure work is set for classes in the subject area.
- Management of the preparation of assessment materials for assessment weeks (internal), quality assurance of the tasks and ensuring moderation is used for consistency.
- Management of the department budget and resources, including the annual department stock take in a consultative way with department staff.

#### **Curriculum**

- Responsible for the quality assurance of teaching and learning in the subject area, to ensure that each individual student makes progress against their potential.
- Assisting Director and Deputy Director to manage agreed strategies for improvement in teaching and learning within the department.
- Responsibility for the organization and quality assurance of sequential and integrated Schemes of Work for the department.
- Assisting Director and Deputy Director in Curriculum review and development in line with School policy
- Assist in the production of the School curriculum handbooks for IGCSE and A Level.

#### **Student Support**

- Responsible for student progress and welfare in the subject, working in collaboration with Deputy Director.
- Overview the department setting of the student homework timetable for all years within School policy.
- Promotion of the subject in options selections for IGCSE/A Level so that students are fully informed.
- Managing coursework in the department to ensure compliance with examination board regulations, in collaboration with the Examinations Officer.
- Managing the target setting process within the subject.
- Overseeing the department response to the School Behaviour Management Policy, and Merit Awards.
- Assist Deputy Director in organising subject revision for external examinations.

#### **External Relations**

- Promoting and developing a positive image of the subject in the wider community
- Production and annual review of the curriculum handbooks in line with agreed guidelines.
- Contacting and liaising with parents on subject matters.



	<ul style="list-style-type: none"> <li>• Establishing constructive connections with internal and external agencies where appropriate</li> <li>• Communicating to appropriate staff any relevant information concerning the subject.</li> <li>• Regular contributions to the Newsletter.</li> <li>• Assistance in Parent Forums as required.</li> <li>• Contribution to external publications as appropriate.</li> <li>• Development of the School website in conjunction with the marketing department to promote/inform about the subject.</li> </ul> <p><b>Co curricular</b></p> <ul style="list-style-type: none"> <li>• Assisting Director and Deputy Director in the hiring of new staff in the subject area as required.</li> <li>• Overseeing the learning environment including displays of work.</li> <li>• Liaison with Deputy Director for student subject choice for new entrants to the School in all year groups.</li> <li>• Developing appropriate cross and vertical curricular links throughout the School.</li> <li>• Maintaining a high level of departmental contribution to the co-curricular life of the school.</li> </ul> <p><b>Staff support</b></p> <ul style="list-style-type: none"> <li>• Planning the induction of new staff to the department, and liaising with them post appointment prior to the new academic year.</li> <li>• Promoting and supporting professional learning within the department.</li> <li>• Providing mentorship for other colleagues.</li> <li>• Advising Deputy Director of the allocation of staff in the subject, after due consultation with department members.</li> <li>• Manage Staff Performance Management procedures in the department, assisted by the Senior Leadership Team and in line with Whole School policy.</li> </ul> <p>Any other duties as instructed by Director and Deputy Director.</p>
<p><b>Acknowledgement (Employee's Signature)</b></p>	