



### JOB DESCRIPTION

<b>Location</b>	Dulwich International High School Suzhou
<b>Department</b>	Science Department
<b>Position/Job Title</b>	The head of Chemistry
<b>Reporting to</b>	Head of Department
<b>Date Reviewed</b>	October 2023

At Dulwich International High School, **students come first**. And because teachers play an extraordinary role in nurturing our students to become confident, curious and knowledgeable global citizens, we look to recruit the very best practitioners in international education who are passionate about unlocking the potential of our students.

Our teachers nurture and inspire their students today to make a positive difference in the world – living fully, living responsibly, and living sustainably. We empower our Teachers to **Live Worldwide**.

#### 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 Worldwise teacher's practice:

- Maximises every student's opportunity to 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><b>Responsibilities</b></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 a Senior School Teacher at Dulwich International High School Suzhou are as follows:</p> <ul style="list-style-type: none"> <li>• Demonstrate the positive values, attitudes and behaviour expected of Dulwich teachers and students.</li> <li>• Be aware of the policies and practices of the School and share in collective responsibility for their implementation.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Have high expectations of students including a commitment to ensuring that they can achieve their full academic potential.</li> <li>• Plan for progression of all students, designing effective learning sequences within lessons and across series of lessons, which demonstrate secure subject knowledge.</li> <li>• Teaching across the various year groups within the department, and possibly teaching across more than one department as required by the Deputy Director.</li> <li>• Establishing fair, respectful, trusting, supportive and constructive relationships with the students in their care.</li> <li>• Monitoring student progress and providing regular feedback with constructive advice as to how they can improve their performance.</li> <li>• Maintaining up to date knowledge of educational trends in their subject(s).</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Advising and co-operating with the Head of Department and other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessments.</li> </ul>
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	<ul style="list-style-type: none"><li>• Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and functions of the school.</li><li>• Know the assessment arrangements for the subjects they are required to teach, including those relating to IGCSE and A-Level examinations.</li></ul> <p><b>Pastoral</b></p> <ul style="list-style-type: none"><li>• Serve as a Form Tutor as required, and to perform any duties therewith as described by the Head of Year.</li><li>• Identify and support students whose progress, development or wellbeing is affected by changes or difficulties in their personal circumstances, including referring them to colleagues for specialist support.</li><li>• Have a commitment to collaboration and co-operative working.</li></ul> <p><b>External Relations</b></p> <ul style="list-style-type: none"><li>• Promoting a positive image of the subject in the wider community.</li><li>• Contacting and liaising with parents on relevant matters.</li><li>• Liaising with internal and external agencies where appropriate</li><li>• Assistance in Parent Forums as required.</li></ul> <p><b>Co-curricular</b></p> <ul style="list-style-type: none"><li>• Support the School's co-curricular and boarding programmes by offering at least one extracurricular activity per week and occasional supervision of boarding after school study</li><li>• Attend relevant School and Dulwich functions as required by the Director; some may include travel.</li><li>• Be fully involved in the activities of their House.</li><li>• Attend relevant assemblies as determined by the Director.</li><li>• Be fully involved in all major events organized by the department.</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>• Maintain accurate, up-to-date records of students' progress.</li><li>• Submit formal reports on students' progress as set out in the Assessment and Reporting Calendar.</li><li>• Attend relevant Conferences as set out in the Assessment and Reporting Calendar; some may include travel.</li></ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"><li>• Ensure that safeguarding, health and safety, and all other College policies are known, understood and embedded into practice;</li></ul> <p>Any other duties as instructed by the supervisor.</p>
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<b>Person Specification</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>▪ Graduate qualified teacher</li> <li>▪ Bachelor's degree in relevant subject area</li> <li>▪ Master's degree an advantage</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum 3 years' experience in the area for which you are applying</li> <li>▪ Successful experience in working with students in the age group you are teaching</li> <li>▪ Demonstrated experience in inspiring students in a stimulating learning environment</li> <li>▪ Demonstrated experience of using ICT to promote learning</li> <li>▪ Previous experience in an international school and familiarity with British education system preferred</li> <li>▪ Experience in teaching EAL students preferred</li> <li>▪ Ability to analyse student data to support student achievement</li> <li>▪ Demonstrated experience in raising achievement and setting challenging targets</li> <li>▪ Strong commitment to supporting all aspects of our programme, especially through participating actively in the extra-curricular activities and contributing to the life of the school community</li> </ul>
<p><i>Our College/School 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, successful references, as well as due visa and work permit process as required by Chinese law.</i></p>	
<b>Position held by</b>	
<b>Acknowledgement (Employee's Signature)</b>	