



POST SPECIFICATION

Role:	Head of Geography
School:	Senior
Responsible to:	Deputy Head (Academic)
Responsible for:	All staff & students as allocated, both academically and pastorally
Review Date:	January 2019

Dulwich College believes that each employee makes a significant contribution as an individual and as part of our workforce team to the on-going success of our school. Therefore, this post specification is designed to outline primary responsibilities, but not limit the employee nor Dulwich College to only the work identified. It is the expectation of the College that each employee will offer his/her services wherever and whenever reasonably required, to enable the best outcomes for our students and contribute positively to the overall reputation and development of our organisation.

DCI Vision:

**To create the best schools in the world,
so our students make a difference to the world.**

At DCS Pudong this means for us:

Students Come First

Students' development is prioritised through challenging programmes within our safe and respectful environment, which nurtures their overall wellbeing, enabling them to achieve their academic potential.

One College Many Campuses

Students, staff, and parents work collaboratively in our diverse and international community, in order to have a global perspective and be positive, compassionate contributors to society.

Pioneering Spirit

Students have open and inquiring minds, and are encouraged to be creative, innovative, and reflective. As a result, students develop the knowledge, the courage, and the resilience to contribute effectively and confidently to an ever-changing world.



Post-holder Description of Responsibilities:

All Dulwich College employees are committed to safeguarding and to promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that maintains a sense of safety, support, and wellbeing.

The Head of Geography is a member of the Senior School's Curriculum Leadership Group (CLG), and provides important support to the Deputy Head (Academic). The remit is wide, from a strong awareness of subject-related administrative and managerial micro-detail to a broader leadership understanding of the College's overall vision and purpose; and how curriculum-specific aspects complement and contribute towards the organisation's general development and ambitions.

The role of Head of Geography is to be an adaptable and innovative leader, who consults on and establishes a professional direction for their particular responsibility areas; viewed as a genuine ambassador for their subject and the School. Key personal attributes and values will include authenticity, integrity, and kindness, as well as the ability to communicate clearly, listen effectively, build capacity among others, and manage an important area in a high-profile British International School.

Specific responsibilities include:

Leadership:

- 1) Lead and inspire colleagues and students, who respectively teach and learn the subject.
- 2) Establish the direction of the department, including reviewing and writing the annual departmental development plan.
- 3) Co-ordinate all aspects of the subject curriculum delivered, including annual reviews of schemes of work*, to ensure that the curriculum continues to meet the needs of the students and incorporates any national or international developments as appropriate.
- 4) Support the Deputy Head (Academic) with school curriculum review and development, including appropriate cross- and vertical curricular links throughout the College.
- 5) Organise and chair departmental meetings; which take place frequently and no less than once a month, and include matters arising from CLG and general staff meetings.
- 6) Ensure that communication within the department remains effective and open.
- 7) Remain up to date with developments in the subject and inform all teaching colleagues as appropriate.



- 8) Advise on staff deployment within the timetabling requirements in consultation with the Deputy Head (Academic).
- 9) Attend half-termly meetings of the CLG, representing the department.
- 10) Attend appropriate subject meetings operated by examining boards and other appropriate networks, including Dulwich College International.

Management & Administration:

- 1) Manage the department centrally on the school's respective digital platforms, including shared resources and readily accessible policies and documents**.
- 2) Prepare, implement, update and evaluate the effectiveness of all departmental policies and documents.
- 3) Oversee all aspects of internal and external assessment in the department, including liaison with respective examination officers as appropriate.
- 4) Ensure that departmental practice in external examinations, including the management of coursework where applicable, fully complies with respective examination board regulations.
- 5) Manage all other aspects of Assessment, Recording and Reporting; this includes ensuring that colleagues mark work according to policy and have adequate records of attainment, and that moderation is used to ensure consistency.
- 6) Manage the departmental budget with consistency and fairness.
- 7) Review and order resources as appropriate, such that they continue to meet the needs of the subject's curriculum.
- 8) Ensure that student work, resources and examinations are free from bias of any kind, and are appropriately sensitive to the school's cultural location.
- 9) Maintain the fabric and general resources of the department to a high standard.
- 10) Manage the department's homework timetable and oversee quality and consistency of tasks set, in accordance with school policy and expectations.
- 11) Proof-read and quality-assure all subject comments and attainment data in the school's written reports.
- 12) Co-ordinate work for an absent colleague in the subject, as applicable.

Student Progress:

- 1) Lead and role-model effective pedagogy in the department, developing a reasonable consistency of high quality student-experience between teachers within the department, resulting in all students making excellent progress in relation to their individual potential.



- 2) Lead the department in evolving student agency, so that students take greater ownership of and responsibility for their own learning journeys in the subject.
- 3) Co-ordinate the usage of technology in the department to best support classroom pedagogy and student outcomes.
- 4) Carry out lesson observations and evaluations of learning in accordance with school policy, as applicable.
- 5) Analyse internal and external assessment results, in line with school and departmental policy, to help ensure that students achieve to their best.
- 6) Be pro-active in leading and monitoring effective interventions in the subject area where student progress gives cause for concern, in accordance with school practice.
- 7) Take overall responsibility for students' academic progress and personal welfare*** in the subject, working in collaboration with academic and pastoral leadership, as appropriate.
- 8) Ensure that extension opportunities for more able students are effectively offered and that students on the Learning Support register receive appropriate support.
- 9) Manage setting/streaming in the subject, if applicable.
- 10) Organise effective subject support for individual students or groups of students, for reasons of catch-up or pre-examination revision/clinic sessions, as applicable.

Staffing:

- 1) Assist school leadership in short-listing and interviewing candidates for new positions in the department, as required.
- 2) Induct and support new colleagues, supply staff or trainee teachers in the subject, as required.
- 3) Ensure the safety of staff, students and visitors in accordance with the Health and Safety objectives of the school and department.
- 4) Have a duty of professional care for departmental colleagues, mindful of staff welfare and wellbeing.
- 5) Support departmental colleagues as necessary, if applicable, with regard to students who give cause for concern, either through underachievement or due to poor behaviour, including appropriate liaison with parents and pastoral colleagues as required***.
- 6) Operate a consultative culture, formally and informally; granting all members of the department, as applicable, the opportunity of taking part and voicing their opinions.
- 7) Build capacity within the departmental team, as applicable, and advise on individual staff professional development.



- 8) Manage all aspects of BlueSky appraisal, including Professional Learning, of departmental colleagues, as applicable, in accordance with school policy.

Subject Profile:

- 1) Have responsibility for the internal and external marketing/promotion of the department, including: contributions to the Newsletter, Open Events, school publicity, and departmental literature.
- 2) Advise on and organise subject-specific prizewinners for annual Speech Day.
- 3) Assist in the production of College and School handbooks, as applicable and appropriate.
- 4) Co-ordinate and take a leading and active role in all aspects of departmental co-curricular activities.
- 5) Promote the subject and advise students accordingly with regard to subject specific career options as well as internal curriculum options (IGCSE, GCSE, IB), in accordance with school practice.

Other:

- 1) Work with and support the Deputy Head (Academic) and other middle and senior leadership colleagues to maintain the high standards and reputable ethos of the school.
- 2) Contribute to upholding DCI's and the College's corporate identity in all publications, internal literature, letters, and the like.
- 3) Any other responsibility, such as may be reasonably delegated by the Head of School or the Head of College.

*For further information about the format and content of Schemes of Work, please refer to the School's *Curriculum* policy.

**For further information about departmental policies and documents, please refer to the School's *Provision of Information* policy.

***For further information about the School's restorative practices, please refer to the School's *Behaviour* policies and guidance.

Please note:

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, successful references, as well as due visa and work permit process as required by Chinese law.



Classroom Teacher Description of Responsibilities:

The following will apply as appropriate for any responsibility holder:

- 1) To plan, resource, and deliver lessons in Geography for identified classes of pupils up to Year 13, in accordance with School and departmental expectations and requirements.
- 2) To comply with all College, School, departmental and DCI group policies.
- 3) To have a safeguarding, wellbeing, and pastoral duty of care, in accordance with College and School policy and practice; including being a form tutor and contributing to the organised enrichment programme.
- 4) To contribute effectively and regularly to the School's co-curricular programme, in accordance with College and School policy and practice.
- 5) To take initiative with regard to personal professional development and learning, in accordance with College and DCI policies and practice.
- 6) To attend training days, parents' information events, staff meetings, publicity events and the like, as required.
- 7) To remain up to date with developments in the respective subject area and also in the teaching of this subject.
- 8) To cover for absent colleagues as required.
- 9) To contribute to the School's student supervision duty rota.
- 10) To support and actively promote the DCI group's and the College's stated Vision and Purpose.
- 11) To ensure that professional behaviours at all times enhance the positive reputation of the DCI group and the College, particularly mindful of our international context.



PERSON SPECIFICATION

Note to Applicant: In your application, please provide evidence of meeting all points on the person specification, particularly those marked 'essential'.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	Essential <ul style="list-style-type: none"> Degree in Geography, or equivalent PGCE or equivalent in related subject Ability to teach Geography up to Year 13 Evidence of commitment to continued professional development Desirable <ul style="list-style-type: none"> Further academic qualification Ability to teach another humanity 	A A A I A I A A
Experience	Essential <ul style="list-style-type: none"> Recent experience as an effective teacher of Geography in a secondary school to Year 13, ideally at IBDP Experience of providing a pastoral duty of care to students of secondary school age Experience of making an effective contribution to students' personal/character development Experience of observing peer teaching and evaluating the quality of student learning Experience of leading colleagues to achieve a common goal Desirable <ul style="list-style-type: none"> Experience of teaching overseas and/or in an international context Experience of teaching an additional subject 	A I A I A I I A I A A I
Skills/Abilities	<ul style="list-style-type: none"> A reflective classroom practitioner, with a consistently high standard of pedagogical practice Ability to work independently and as part of a team 	A I A I



	<ul style="list-style-type: none"> • Good interpersonal skills with the ability to challenge, enthuse, inspire and motivate others • Good communication skills, both written and oral, and the ability to communicate effectively with parents, senior staff, colleagues and the like • Ability to effectively analyse and interpret a wide range of educational data and other information, in order to maximise student progress • Confident use of information and communication technology 	A I A I A I A I
Commitment	An understanding of and a personal commitment to uphold and promote the vision, values and ethos of DCI and DCS Pudong.	I
Other	<ul style="list-style-type: none"> • Ability to engage students of different abilities and bring out the best in them • Commitment to, and experience of, the delivery of Geography outside the formal curriculum through, for example, clubs, societies, lectures, trips and visits • Up-to-date knowledge of examination board requirements at IGCSE and IBDP level • Knowledge of recent and anticipated curriculum developments in Geography • Self-motivated, flexible, with a positive mindset • Well-presented, smart, and professional appearance 	I A I A I A I I I

Key to Assessment Methods: A - Application, I - Interview