



PERSON & POST SPECIFICATION

Role:	Head of Business and Economics
School:	Senior School
Hours:	Full-time
Contract:	Fixed Term, from 1st August 2021
Classification:	Expatriate Teacher
Responsible to:	Deputy Head of Senior School
Responsible for:	All staff & students as allocated, both academically and pastorally

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 College. 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.

DCSPD Values & Behaviours

DCSPD’s culture is a reflection of our core values. We live our values in everything we do. Our behaviours reflect our values as follows:

WORLDWIDE
<ul style="list-style-type: none"> • We build bridges to the world to make a positive difference • We care for one another, our communities and our planet • We are connected • The future is always one step ahead, yet we are already equipped with the skills, courage, and compassion to navigate it with confidence

STUDENTS COME FIRST	ONE FAMILY OF SCHOOLS	PIONEERING SPIRIT
<ul style="list-style-type: none"> • We exist to serve our students. Every decision driven by their wellbeing. We inspire every student to turn their dreams and ambitions into personal bests. • We take ownership of our learning. Find ways to bring it to life. To give quality feedback and make every moment count. 	<ul style="list-style-type: none"> • We leverage our diversity, embrace our global family. We accomplish what a single person or school alone, cannot. • We draw on our collaborative spirit, our collective talents. To take new ideas and turn them into real opportunities. 	<ul style="list-style-type: none"> • We are proud of our tradition of innovation. We have the humility to question our way of doing things. We are open to the potential of change. • We do not fear mistakes. We learn from them and leap forward. • We will take the path less travelled. Because we see what others don't. We take moments to reflect, to shape the journey ahead.



DCSPD Strategic Intentions

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

STUDENTS COME FIRST	ONE FAMILY OF SCHOOLS	PIONEERING SPIRIT
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.

DCI Leadership Capabilities

At DCI, we have 7 leadership capabilities of success, regardless of job role. These are derived from our Core Values, Education and People strategies that are critical both now and for the future. They describe the expectations of employees to enable and achieve high levels of performance.

Innovation and change agility

Drive and promote innovation among the Dulwich community, fostering a culture where staff and students continually develop impact-driven ideas and practices, learn from mistakes and demonstrate a readiness to adapt to the future.

Strategic thinking and focus

Develop and implement strategies to enable the achievement of DCI's strategic objectives, create alignment around the shared vision and values, and use new ways of thinking to respond appropriately to existing or potential problems and opportunities.

Living learning

Demonstrate a commitment to continuous capability development and professional lifelong learning for self and others, encouraging active development and application of new knowledge and skills across Dulwich.

Nurturing community

Cultivate trusted, respectful and constructive relationships with staff, students, parents and other stakeholders to create a collaborative and cohesive Dulwich community which focuses on achieving the shared strategic objectives of the global family of schools.

Cultural responsiveness

Demonstrate an understanding of diversity in norms, values, beliefs, customs, and points of view to create culturally responsive practices which positively manage differences, leverage diversity of thought and align with DCI's core values and strategic objectives.

Pedagogical leadership

Demonstrate an understanding of the philosophies that underpin the teaching and learning processes in Dulwich to develop practices, systems and structures which drive excellence within the learning environment and promote students' development

Reflective thinking and inquiry

Drive and promote reflection and inquiry among the Dulwich community, fostering a culture where staff and students continually self-evaluate to develop new objective-driven ideas and practices for continuous improvement.



POST-HOLDER QUALIFICATIONS AND EXPERIENCE

- Degree in Business, Economics, or equivalent
- PGCE or equivalent in related subject
- At least 2 years' experience teaching Business and/or Economics to learners in a secondary school (Years 7 – 13)
- IGCSE and/or IBDP experience desirable
- Experience of leading colleagues to achieve a common goal

POST-HOLDER DESCRIPTION OF SPECIFIC RESPONSIBILITIES

The Head of Business and Economics is a member of the Senior School's Curriculum Leadership Group (CLG), and provides important support to the Deputy Heads of Senior School. 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 Business and Economics 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 Heads 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 Heads.
- 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 Heads 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.

Classroom Teacher Description of Responsibilities:

The following will apply as appropriate for any responsibility holder:

- 1) To plan, resource, and deliver lessons in Business and Economics 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.

SAFEGUARDING STATEMENT

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.