



## JOB DESCRIPTION

<b>Location</b>	Dulwich College Suzhou
<b>Department</b>	Mathematics
<b>Position/Job Title</b>	Head of Mathematics
<b>Reporting to</b>	Head of Senior School
<b>Line Manages</b>	Subject Teachers
<b>Brief Overview of Role</b>	<p>All aspects of Learning and Teaching, and the continuity of the experience enjoyed by the students, including:</p> <ul style="list-style-type: none"> <li>• The quality and currency of curriculum provision;</li> <li>• Decisions relating to developments needed, together with the implications for staffing and resources;</li> <li>• Priorities and goals within the subject improvement plan, which must complement the SS improvement plans;</li> <li>• Monitoring the quality of learning and teaching within the subject area;</li> <li>• Communication within the subject area;</li> <li>• The leadership and development of staff, and assistants and technicians supporting the subject area.</li> <li>• Assuring marking and planning takes place for KS3, KS4 and KS5 in accordance with SS policy</li> </ul>
<b>Duties and Responsibilities</b>	<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 College.</p> <p>The duties of Head of Mathematics at Dulwich College Suzhou are as follows:</p> <p><b>Establish the Philosophy and Objectives</b></p> <ul style="list-style-type: none"> <li>• Ensure that the whole school philosophy and objectives are reflected in your faculty. (Under Review)</li> </ul> <p><b>Manage the Curriculum</b></p> <ul style="list-style-type: none"> <li>• Establishing and maintaining an up-to-date curriculum;</li> <li>• Ensure that the curriculum is delivered in line with the Senior School Learning and Teaching Policy;</li> <li>• Monitor the quality of learning and teaching within your faculty in line with school policy; (Under Review)</li> <li>• Ensure that students are allocated to appropriate teaching groups.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure that the faculty makes appropriate use of ICT.</li> <li>• Establish and maintain cross-curricular links.</li> <li>• Promote your subject area outside the classroom by providing appropriate opportunities for students to be involved in subject specific activities and events.</li> <li>• Ensure that public examination results are analysed and that appropriate action is taken when needed to improve overall levels of attainment in public examinations.</li> </ul> <p><b>Management of Staff</b></p> <ul style="list-style-type: none"> <li>• Ensure that the faculty implements whole school policies.</li> <li>• Lead and manage teaching staff in the faculty.</li> <li>• Carry out the performance management of your staff.</li> <li>• Ensure that faculty staff are familiar with and act in accordance with the guidance in the Staff Handbook.</li> <li>• Manage the professional development of your staff.</li> <li>• Ensure effective communication within the faculty.</li> </ul> <p><b>Management of Resources</b></p> <ul style="list-style-type: none"> <li>• Produce and manage the faculty budget.</li> <li>• Overseeing the ordering of resources.</li> <li>• Produce, implement and evaluate a faculty development plan in line with the Senior School Development Plan. (Under Review)</li> </ul> <p><b>Communication with the school community</b></p> <ul style="list-style-type: none"> <li>• Produce and maintain a 'Faculty Handbook' in accordance with school guidelines.</li> <li>• Attend meetings as required including the Curriculum Committee.</li> <li>• Hold weekly faculty meetings.</li> <li>• Liaise as appropriate with the Head of EAL and Learning Support.</li> <li>• Maintain contact with appropriate members of the school community e.g. Line Manager, Parents, DCM.</li> </ul> <p><b>Additional Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development of whole school policies as appropriate.</li> <li>• Support activities that involve the school community both inside and outside the classroom.</li> <li>• Contribute regularly to The College newsletter – Alleynian.</li> <li>• Carry out any other reasonable additional duties as direct by the Senior Leadership Team.</li> <li>• Organise the provision of appropriate subject related clubs for students in the Senior School.</li> </ul>
<b>Person Specification</b>	



<b>Personal Quality</b>	<ul style="list-style-type: none"> <li>• Passionate about working with children and an ability to engage them in the process of learning</li> <li>• Ability to listen to others (children, parents and colleagues) always showing respect for their ideas</li> <li>• An understanding and excitement about working with people from all around the world</li> <li>• Patience and flexibility in the work place, always showing willing to try new things</li> <li>• Ability to proactively solve issues that arise</li> <li>• Ability to communicate effectively and positively with everyone in the school community</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of continuing professional development</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent organisational skills</li> <li>• Ability to make decisions and use initiative</li> <li>• Creative thinker</li> <li>• Excellent classroom practitioner</li> <li>• Experience of management a subject preferred but not essential</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>	
<b>Acknowledgement (Employee's Signature)</b>	