



**JOB DESCRIPTION**

<b>Location</b>	Dulwich College Suzhou
<b>Department</b>	DCSZ Senior School
<b>Position/Job Title</b>	Assistant Head of SS – Student Journey
<b>Reporting to</b>	Head of Senior School
<b>Line Manages</b>	Class Teachers
<b>Liaison with</b>	Deputy Head of Senior School, Senior School Head of Faculty/Department, Deputy Head of DUCKS and JS and Assistant Head of DUCKS and JS, SE21 coordinators across The College, Director of Teaching and Learning , Director of Music, Director of Counselling and Director of Sport
<b>Brief Overview of Role</b>	<ul style="list-style-type: none"> <li>• Ensure that the ‘Dulwich Experience’ matches the needs of all learners and offers pathways of enrichment for all</li> <li>• To lead on implementing the best quality enrichment curriculum, ensuring it meets the needs of students in the 21st Century.</li> <li>• Lead and manage the enrichment curriculum to ensure a vibrant student journey for all:             <ul style="list-style-type: none"> <li>○ Extra-curricular opportunities other than CCAs:                 <ul style="list-style-type: none"> <li>▪ Outdoor learning, MUN, sustainability, eco-school, etc.</li> </ul> </li> <li>○ Student Leadership</li> <li>○ House System</li> <li>○ Trips</li> <li>○ Assemblies</li> <li>○ School events i.e. Remembrance Day, Founders Day etc.</li> </ul> </li> <li>• To monitor and assess the success of this curriculum, implementing support and training for teachers as required.</li> <li>• Assist in the monitoring and support of learning and teaching in Senior School</li> <li>• Line manage one or two Faculty/Department leaders in the Senior School</li> <li>• Oversee one or more areas in Senior School</li> <li>• Track and monitor student progress and intervene to optimise outcomes</li> <li>• Demonstrate excellent skills on implementing technology into the classroom, and act as a mentor, guide and demonstrator of this</li> <li>• To ensure that staff development needs are identified and that appropriate professional learning opportunities are provided to further teacher knowledge and confidence (in coordination with the Director of Learning and Teaching)</li> </ul>



	<ul style="list-style-type: none"> <li>• To maintain an effective and productive working relationship with the Head of Senior School and to deputise for the Head of Senior School when required</li> <li>• To support the Head of Senior School in promoting effective learning and teaching</li> <li>• To assist the Head, as part of the Senior School leadership team, in the formation and review of the school development plan and the development of procedures</li> </ul>
<p><b>Duties and Responsibilities</b></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 College.</p> <p>The duties of Assistant Head of SS at Dulwich College Suzhou are as follows:</p> <ul style="list-style-type: none"> <li>• Member of the Senior School Leadership Team, actively contributing to the strategic planning and development of the School for the future</li> <li>• Either being an in class teacher role model or developing capacity in others through this role, demonstrating and articulating high expectations, high standards of student achievement, classroom management and organisation</li> <li>• Organising and participating in events involving and concerning SS, including Parent Teacher Conferences, celebration of achievement events, information evenings, leading assemblies, social events and China week</li> <li>• Lead the curriculum team consisting of staff from across the school – coordinating and managing their work to ensure that they are working towards our collective vision of curriculum excellence, which will be directly related to priorities identified in the School Development Plan, promoting and facilitating distributed leadership within this team</li> <li>• Ensuring effective communication systems with parents are maintained and developed, with particular regard to the achievement, progress, and well-being of individual students</li> <li>• Managing the collation, analysis and use of assessment data for the tracking of student progress, in conjunction with the Deputy Head</li> <li>• Coordinating student transition from Junior School to Senior School alongside the Deputy Head of Senior School and Deputy Head of Junior School</li> <li>• Liaison with the AEN and ELL Departments concerning the support and assessment of students with special educational needs and English Language Learners</li> <li>• Developing a coherent training programme for TAs</li> <li>• To share responsibility for the performance management of Junior School staff</li> <li>• Lead to enable own and others’ work/life balance</li> </ul>



	<ul style="list-style-type: none"> <li>• To carry out further duties not specified above as and when required by the Head of Senior School or members of the CLT</li> </ul> <p><b>Personal and professional development</b></p> <ul style="list-style-type: none"> <li>• To take part in the performance management process of the College</li> <li>• To attend professional learning as required</li> <li>• To disseminate information from professional learning attended</li> </ul> <p><b>Teaching</b></p> <p>The Assistant Head will have a teaching commitment negotiated with the Head of Senior School</p>
<p><b>Person Specification</b></p>	
<p><b>Personal Quality</b></p>	<ul style="list-style-type: none"> <li>• Clear educational vision based on evidence and experience</li> <li>• Passionate about improving learning</li> <li>• Be able to Influence, challenge, motivate and to work with others to achieve agreed goals</li> <li>• Create and implement clear and appropriate plans for action</li> <li>• A self-starter with a real ability to promote the school and its values</li> <li>• A belief in the promotion of shared values</li> <li>• Excellent communication and interpersonal skills</li> <li>• Recognise and to develop the potential in others</li> <li>• Range of leadership approaches and styles</li> <li>• Induct, monitor, coach and challenge staff</li> <li>• Good organisational skills</li> <li>• Delegate effectively and appropriately</li> <li>• Ability to lead the professional development of staff</li> <li>• Prioritise well, managing time effectively</li> <li>• Creative in identifying and meeting challenges</li> <li>• Treat others with respect and sensitivity</li> <li>• Open to cultural differences</li> <li>• Ability to work as a team leader and team member</li> <li>• Model well-being, good humour and a sense of perspective</li> <li>• Be flexible and maintain high levels of interpersonal skills</li> <li>• A problem solver who can think analytically, adapt and change</li> <li>• Adventurous</li> <li>• Self-confident</li> <li>• Have good judgment</li> <li>• Reliability and commitment</li> <li>• Enthusiasm, unswervingly optimistic and affirming</li> <li>• Set standards and be a role model</li> <li>• Remain calm and positive under pressure</li> <li>• Be ambitious, reflective and eager to learn</li> </ul>



<p><b>Education</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• University educated with an Honours Degree</li> <li>• Recognised teaching qualification</li> <li>• Evidence of ongoing professional development</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Further degree in education; hold or working toward the National Professional Qualification for Headship (NPQH) or International Leadership and Management Programme (ILMP) or similar</li> </ul>
<p><b>Knowledge</b></p>	<p>In-depth knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Previous leadership / responsibility position</li> <li>• School curriculum – English National Curriculum</li> <li>• ELL provision</li> <li>• Current educational issues and up to date curriculum developments</li> <li>• Application of effective learning and teaching strategies that attain high levels of student achievement</li> <li>• Knowledge of STEAM and how to develop this within the school context</li> <li>• Use of SIMS, Blue Sky</li> </ul>
<p><b>Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Expertise to secure students’ self-esteem and enable students to become resilient learners</li> <li>• A clear focus on learning</li> <li>• A record of highly effective classroom practice</li> <li>• Knowledge of strategies to raise standards for all groups of learners and to secure high levels of student achievement</li> <li>• Prior experience as a curriculum leader in a Junior / Primary School</li> <li>• Professional knowledge (of curricula, quality management, school organisation and current educational issues)</li> <li>• Successful partnerships with school parents and communities</li> <li>• Ability to support, motivate, lead and manage staff to improve learning and teaching</li> <li>• Organisational and administrative skills, and experience of efficient resource management</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Use of data to improve learning and teaching</li> <li>• Aspiration to become a school leader</li> <li>• Experience in an international environment</li> <li>• School Improvement planning</li> <li>• Experience in an international or independent / private school</li> <li>• Has experience of implementing change effectively</li> </ul>



*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.*

**Acknowledgement  
(Employee's Signature)**