



Dulwich College Shanghai Puxi believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary responsibilities but not limit the employee nor Dulwich College Shanghai Puxi to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Department	Primary School
Job Title	Deputy Head of Primary
Current Level of Classification	
Reporting to	Head of Primary
Key Relationships	Headmaster; Primary Leadership Team;
Duties and Responsibilities	<p>The Deputy Head of Primary is a strategic role, with direct responsibility for developing the curriculum, assessment, learning and teaching. They will take the lead on initiatives that support the growth of the school. They will also be a positive ambassador for change, and will be directly involved with the professional learning and development of classroom teachers through effective performance development. They will play a key role shaping the future direction of the primary school.</p> <p>As a member of the Primary Leadership Team, you will provide leadership, direction and management in order to ensure a high quality education for all students. You will be a model of excellence, and support colleagues to perform to the best of their ability. You will uphold the school values, and put pupils ' wellbeing at the heart of everything we do. You will be responsible for promoting high expectations of an inclusive setting with equality of opportunity for all and where each child is valued and feels safe and cared for.</p> <p><b>Specific responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Deputise for the Head of Primary</li> <li>• Member of the Primary Leadership Team, actively contributing to the strategic planning and development of the School for the future</li> <li>• Assist the Head of Primary in the formation and review of the school development plan</li> <li>• Support the Head of Primary with the creation, renewal and implementation of key policies and documents</li> </ul> <p>Curriculum</p> <ul style="list-style-type: none"> <li>• Timetabling in KS1 and KS2</li> <li>• Monitor and renew all curriculum policies and key documents</li> <li>• Lead on the development and implementation of a world class, exciting curriculum, based on the ENC</li> </ul>



	<ul style="list-style-type: none"><li>• Ensure that the curriculum is rigorous, and develops wider learning habits and skills</li><li>• Monitor curriculum progression closely to ensure that it is challenging</li><li>• Ensure that the curriculum promotes our international identity</li><li>• Work with teachers and marketing to celebrate curriculum events, and communicate this with parents</li><li>• Produce curriculum documents and hold parent workshops</li></ul> <p>Assessment</p> <ul style="list-style-type: none"><li>• Develop assessment procedures based on evidence and best practice</li><li>• Produce whole school analysis and headline data</li><li>• Ensure that data is valid</li><li>• Oversee assessment ordering and storage of assessment materials</li><li>• Select materials for summative assessments</li><li>• Produce the ASC and hold teachers to deadlines</li><li>• Lead on moderation and standardisation</li><li>• Support the Head of Primary with reporting procedures, including reporting headlines to key stakeholders</li><li>• Lead on the use of effective technology to support classroom assessment</li><li>• Report on student achievement and progress across the primary school, using data analysis to support</li></ul> <p>Learning and Teaching</p> <ul style="list-style-type: none"><li>• Support the Head of Primary with facilitating DCI 'good to great' agenda</li><li>• Lead on the implementation of the 10 learning principles, and oversee the implementation of the Engaging Spaces document</li><li>• Ensure that every academic member of staff in the primary school understands what effective learning is</li><li>• Promote and monitor implementation and impact of the Learn to Learn skills</li><li>• Lead, manage, develop and evaluate the implementation of assessment policy and practice throughout the school</li><li>• Lead on monitoring and evaluating standards and progress in learning across the key stage using a range of strategies, including:<ul style="list-style-type: none"><li>– Work sampling</li><li>– Learning visits</li><li>– Pupil discussions</li><li>– Professional dialogue</li><li>– Data analysis</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>• Coach and mentor staff to support colleagues to become highly effective members of the team</li> </ul> <p><b>General responsibilities Include:</b></p> <ul style="list-style-type: none"> <li>• Support with pastoral issues, and safeguarding protocols</li> <li>• Manage designated aspects of the primary school budget efficiently</li> <li>• Establish quality relationships with parents and the wider community</li> <li>• Attend community events and be an ambassador for the college</li> <li>• Contribute the induction programme for new staff members</li> <li>• Be a high performing practitioner</li> <li>• Constantly seek to improve</li> <li>• Promote excellence in everything we do</li> <li>• Act as a role model of excellence and promote high standards of professional practice</li> <li>• Support the leadership and development of the College</li> </ul> <p><b>Teaching</b></p> <p>The Deputy Head of Primary school may have a teaching commitment negotiated with the Head of Primary</p>
<p>Requirement</p>	<p><b>Person Specification for Deputy Head of Primary School</b></p> <p><b>1. QUALIFICATIONS AND PERSONAL DEVELOPMENT</b></p> <p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• University educated with an honours degree</li> <li>• Recognised teaching qualification</li> <li>• Evidence of ongoing personal development</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Further degree in education; hold or working towards the National Professional Qualification for Middle or Senior Leadership (or international equivalent)</li> </ul> <p><b>2. KNOWLEDGE</b></p> <p><i>Essential</i></p> <p>In-depth knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Leadership and management of a team (including line management)</li> <li>• Effective leadership and management strategies</li> <li>• English National Curriculum and Early Years Curriculum</li> <li>• Assessment, tracking and data</li> <li>• How children learn</li> </ul>



	<ul style="list-style-type: none"> <li>• How to keep children safe</li> <li>• Holding people to account</li> <li>• Strategies to raise standards for all groups of learners and securing high levels of student achievement</li> <li>• Up to date educational issues and developments</li> <li>• Engaging parents and community stakeholders</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Use of SIMs for data analysis and pastoral support</li> <li>• Professional Learning Communities and Action based research</li> <li>• Accreditation processes or Quality assurance (inspection frameworks)</li> </ul> <p><b>3. EXPERIENCE</b></p> <p><i>Essential:</i></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>• Leading effective change with demonstrable impact</li> <li>• Leadership of a high performing team</li> <li>• A proven track record of highly effective classroom practice</li> <li>• Contribution to the school development plan, or project action plans</li> <li>• Developing colleagues</li> <li>• Holding others to account</li> <li>• Proven organisational skills</li> <li>• Budget and resource management</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Experience in a pastoral role</li> <li>• Previous international school experience</li> <li>• School improvement planning</li> <li>• Taught in more than one key stage</li> <li>• Developing links across organisations</li> </ul> <p><b>4. PROFESSIONAL QUALITIES, ATTRIBUTES, VALUES AND CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Have a clear educational vision based on evidence and experience</li> <li>• Be absolutely passionate about improving learning and teaching</li> <li>• Be pupil focused – students are the at the heart of everything we do</li> <li>• Intrinsically motivated and inspired to create a world class learning environment</li> <li>• Action and outcome focused</li> <li>• Excellent communication and interpersonal skills</li> <li>• Show educational entrepreneurship – solve problems and innovate</li> </ul>
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Develop supportive and safe learning environments	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.
Job Description Reviewed	Annually