

Dulwich College Management International

Director of Schools

For September 2010



An outstanding opportunity has arisen to play a leading role in one of the outstanding business engaged in delivering high quality British international education. Dulwich College Management International (DCMI) was established in 2003 and now operates highly successful international schools in Shanghai, Beijing and Suzhou. A fourth school will open in Seoul later in 2010.

Background to DCMI

Dulwich College was founded by Edward Alleyn on June 21st 1619, with letters patent from King James I. During the past 400 years Dulwich College London has grown in size and reputation to become one of the UK's leading independent schools noted for its emphasis in inclusion and internationalism. The present 60 acre site in London incorporates the original Charles Barry Junior buildings from the 1880's and new 20th century additions, providing superb academic and co-curricular facilities for its 1400 boys.

To enable pupils from around the world to benefit from a Dulwich College education a number of years ago the Dulwich board launched a program to establish international schools of high

educational quality and also clear potential for profitable operation.

DCMI commenced operations in China, with the establishment of Dulwich College in Shanghai, a co-educational, non-denominational academic institution offering education to the expatriate community, based on the same educational philosophy of Dulwich College London.

Following the success of the Shanghai College DCMI have established Dulwich College in Beijing and Suzhou. These Colleges are among the leading private schools in each city with a strong reputation for quality education.

Today, DCMI together with Dulwich College London have entered into a 100 year, exclusive global franchise agreement to expand the Dulwich network around the world, with a specific focus toward the major global financial and cultural capitals in Asia and the Middle East. In August 2010, Dulwich College will open a new School in Seoul, South Korea.

The Appointment

The Director of Schools (DoS) will report to the Chief Executive Officer (CEO) and will be based in Shanghai or wherever the DCM board deems most appropriate.

S/he will be responsible to the CEO for ensuring that all DC International schools are efficiently and effectively run and that they maintain the high educational and other standards required by the board of DCMI and Dulwich College, London. S/he will be expected to maintain the highest standards of integrity as befits a senior representative of the company.

In addition to the specific duties listed below, the DoS will be expected to give appropriate advice and assistance to the CEO on all educational matters and be

a leading member of the DCMI team in all curricular, financial and administrative issues relating to the schools. S/he will also be expected to carry out such other duties as the CEO may reasonably request.

The specific duties listed below need to be carried out in a manner which is sensitive to the need to attract and retain the best Heads by giving them sufficient challenges and allowing them the freedom to innovate and create outstanding schools which pursue excellence and embody the ethos, vision and mission for Dulwich Colleges:

- Act as line-manager to the Heads of all DC international schools.
- Negotiate individual and school wide goals and objectives in the agreed format for each of the heads at the beginning of each school year and support and monitor progress toward meeting these goals and objectives, reporting back to each school's Board of Management.
- Carry out annual appraisals of Heads in the agreed format.
- Sit on each schools Board of Management and (after a transition period) act as their Chair
- Attend, as one of DCMI's trustee each school's Board of Trustees.
- Set and agree Board of Management reporting requirements for each school and monitor such reports.
- Ensure that consistent and reliable value-added data is used to monitor the progress and effectiveness of the schools.
- Ensure that every school complies with all regulatory requirements and that systems are in place to monitor this compliance.
- Visit each school on a regular programme.
- Chair meetings (actual and/or virtual) of all DC international Heads on a termly basis.
- Coordinate INSET across schools as appropriate.
- Ensure all DC Heads have appropriate professional development opportunities.
- Develop Dulwich College group wide educational initiatives (e.g. working with DC Heads, the London Institute of Education (IoE) and other third party institutions to develop appropriate strategic professional development programmes for their staff, (ii) student and staff exchanges, College wide co-educational opportunities in performing or visual arts, debating, sports etc.; participation by Dulwich Colleges with the International Award etc.).
- Develop in coordination with DC London the alumni organisation of the worldwide schools
- Coordinate with the schools existing and develop new group wide CSR initiatives
- Provide curriculum advice to Heads as appropriate, especially on new developments.
- Manage and co-ordinate the relationship with all external academic bodies such as Dulwich College (London), IoE (London), CIS, FOBISSEA and ACAMIS.
- Assist and advise Heads with all appointments at College Leadership Team level and at Head of School or Deputy level. Ensure that new technologies introduced are compatible across all DC schools.
- Report regularly on the progress of schools to the CEO and to the Board of Management of each school
- Attend board meetings of DCMI as requested by the CEO
- Liaise regularly with the Deputy Master for External relations, DC London

- Attend board meetings of DCEO in London when requested by its Chairman, such request being subject to the approval of the CEO.
- Be a member of the panel selecting all future Heads of DC international schools.
- Keep up to date with new advances in educational theory, practice and technology.

The successful candidate will have:

- a good first degree in an academic subject
- a successful record as a Head/Principal or Director of Education
- a good working knowledge of the English National Curriculum
- knowledge of the International Baccalaureate
- experience of curriculum development
- experience of the UK independent sector
- experience of inspection and appraisal
- experience of managing large budgets
- good communication skills
- a high level of tact and diplomacy
- a good awareness of different cultural demands and expectations
- an ability to achieve challenging targets and to enthuse others to do likewise
- a proven track record for initiating projects and acting as a effective change manager

The following will also be advantageous:

- previous experience in British international schools
- a postgraduate qualification in educational management/leadership
- experience of planning and commissioning new schools or buildings
- experience of chairing meetings
- experience of working in the far east
- experience of developing co-curricular programs

These job details are guides to the duties, professional responsibilities and core competences. They do not form part of the contract of employment.

The post commands an attractive salary with accommodation and other significant benefits. Applications close on Monday 8th March 2010. Interviews will take place in London on Wednesday 17th March in London.

HOW TO APPLY

The closing date for applications is Monday 15th March. Candidates wishing to apply should:

- Visit the AMC website, clicking on the link “Apply for a Position” and complete every section of the online form as thoroughly as possible.
- Make sure not to miss any detail as this may result in a delay in the processing of your application.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact:

Email: ana@anthonymillard.co.uk
Telephone +44 (0) 1452 502266

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2001 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy. In addition to managing the search and selection of Heads, Bursars, Marketing and Development Directors advice is provided on governance, management structures, development planning, marketing / PR and fundraising. Their clients range from nationally known independent schools to state comprehensive schools, from public and private companies involved in education. These clients are based throughout the UK, mainland Europe, Africa, the Middle East and South East Asia.

Further information is available at:
www.anthonymillard.co.uk

Those wishing to discuss the post further should contact Anthony Millard on +44 (0) 7768 687052.

- Applications will be acknowledged and then evaluated against the selection criteria. The letter of application should contain the names, addresses, email addresses and telephone numbers (landline and mobile) of three referees.
- Full references will be required for the short-list interviews but will only be taken when AMC has received specific consent from candidates to do so.
- Short-listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.