



## Information for Candidates

Deputy Head Academic Junior School





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# Welcome

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Dear potential applicant

Thank you for your interest in working at the Junior School at Dulwich College. We are a school committed to providing a wealth of opportunities to all children and colleagues within a nurturing, equitable and caring ethos and to an ambitious educational vision and social mission. Our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education; our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

Junior School children are characterised by their enthusiasm for learning, their ability to embrace opportunities beyond the curriculum, think creatively, and their ability to work diligently. Our broad and balanced academic curriculum reflects these aims with its emphasis on the development of independent, curious and interested learners using highly skilled KS2 teachers and high levels of free learning, challenge and ambition but also a great deal of fun and kindness too. The curriculum has been extended to integrate community projects and service learning to all the children's provision, a commitment to sustainability and progressive digital learning. All this is supported by full access to the world-class facilities across the College. In the Junior School, we are proud to say that our children will 'be and do everything' so that when they leave Year 6, they are ready for the rigours of the senior part of the College, they know who they are, they are kind and good citizens and are excited about the opportunities ahead.

The Junior School has their own management team, but academic policy and teaching and learning matters throughout the College are co-ordinated by the College Senior Management and Educational Leadership teams.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich. The Junior School at Dulwich College is an excellent place to work where we help staff develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our



Rob Milne  
Master



Toby Griffiths  
Head of Junior School



## The College

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Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II\* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)



## Vision, Values and EDI

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### Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

### Values

Our values are purpose, kindness and joy through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

### Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Katy Millis  
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Colm O Siochru  
Head of Upper School

I came to Dulwich – and to teaching – following graduate study in History. Although I'd done some undergraduate tutoring and taught on summer schools for 6th Formers considering History at university, I had limited experience in a classroom setting when I first came to interview. The pupils – bright and sparky – impressed me, and the warm, collegial atmosphere set me at ease. The College took a punt on me, trained me to teach, and helped me harness what skills and passions I have to become the best teacher I could be. There's a real system of support: from Staff Tutor and Head of Department to the camaraderie of colleagues and mentors interested in your career progression. After three years here, I became Head of History;



Alice Gardiner  
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.



Tayo Davy  
PE Co-ordinator

I began my Dulwich College journey as a pupil at the College. During and after my time at university I was fortunate enough to work in the Operational Department in both the Events and Sports Departments. My experience of Dulwich life has been fun, varied, educational and extremely wide-ranging. For over a dozen years I have had the fortune to work at DUCKS as the PE Co-ordinator. My secondary role, though minor, is as a Swimming coach for the Junior and Senior School. I am able to see young athletes progress from picking up a ball, making their first catch or learning how to do their first strokes in the pool, to progressing their passion for sport as they grow. DUCKS has allowed me to grow as a teacher and broaden my outlook to be much more community facing. Through sport the DUCKS children learn transferable skills including being comfortable and confident when facing challenges.



## The role

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### Deputy Head Academic Junior School

The post-holder will be a member of the Junior School's SMT and the role will involve a number of leadership and management responsibilities across the school, with particular responsibility for the academic programme. Ideally, the post-holder will have extensive experience in a KS2 setting and have experience leading and improving teaching and learning with school-wide impact. The position is ideally suited to a dynamic, creative and positive individual who has a desire to be at the forefront of pedagogy in this successful, fast-paced school.



## Job description

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### Job title

Deputy Head Academic Junior School

### Reporting To

Head of Junior School

### Period of employment

Permanent

### Hours of work

Full time

### Salary

The College has its own teacher salary scales, which are above those of the maintained sector and compare favourably with those at other independent schools of similar standing

### Tasks and duties

- To maintain an effective and productive working relationship with the Head of the Junior School and to deputise for them as required.
- To take responsibility for effective teaching and learning within the Junior School.
- To take responsibility for Curriculum, Teaching & Learning, Assessment, Home Learning, Learning Support, SMSC (with DH(P&O)) and subject-related policies and their implementation.
- Attend regular meetings with members of the Senior School Academic Team to share best practice and ensure alignment between the schools.
- To organise the Junior School timetable.
- To organise the cover schedule for staff absences.

### Teaching and Learning

- To take the initiative in curriculum development and implementation, in conjunction with year group coordinators, subject coordinators and Senior School specialist staff.



- To ensure that assessment data is analysed and shared to inform future learning, planning and the curriculum for the whole school and individual learners.
- To work with the year group co-ordinators on the smooth running of each year group.
- To oversee Academic Enrichment within the Junior School.
- To liaise with the Learning Support Coordinator to maximise the effective provision for all the pupils.
- To oversee the line management and timetable of the Teaching Assistants and Learning Support department.
- To support the library provision in conjunction with the librarian and the Head of the Junior School.
- To liaise with the colleagues from the Lower School and DUCKS to ensure the effective implementation of the transition from Year 2 to Year 3 and Year 6 to Year 7.
- To oversee the use of online communication tools and management of digital and physical resources within the Junior School.
- To take responsibility for the writing and updating of the Staff, pupil and curriculum handbooks each year in time for the start of Michaelmas term.
- To sit on CAPCOM when relevant, timetabling allowing.

#### Assessment and Reporting

- To take responsibility for assessment within the Junior School, including annual and termly assessments and marking and feedback policies.
- To lead the annual cycle of grading and reporting, ensuring the process is efficient and runs to schedule, and including the tracking of grade distribution by staff, year group and subject.
- To organise effective parent communication about pupil learning, including parents' evenings, opportunities for sharing learning, parent information evenings.

#### Professional Development

- To oversee Professional Development within the JS (e.g. Peer Review, CPD). Support the DH (P&O) with the Professional Growth Programme.
- To support the DH (P&O) in review of the appraisal and annual review process of staff.
- To organise regular learning walks, pupil voice groups and book-looks and



provide feedback to staff.

- To support the induction of new staff including communicating the buddy and mentoring programme.
- To implement the ECT induction programme for ECT's in the Junior School and to help with the organisation of the local area ECT induction day at DC, if required.
- To liaise with and partake in Peer Review and Cluster Groups programmes with local schools to create a culture of shared best practice.
- To work with partner schools (e.g. Foundation schools, local primaries, SSLP, DCI) on teaching, learning and curriculum links, curriculum development, good practice and resources.

#### Events

- To coordinate admissions procedures, testing and interviewing prospective new boys in conjunction with Head and Registrar.
- To coordinate the collaboration programme with JAGS and with SHS (alongside Year Group Coordinators) so that each year group has an event each term with one of the schools.
- To organise the Annual Junior School Symposium (in conjunction with SMT) and ensure it is coordinated with other schools (both local and international).
- To help prepare staff and school for inspections in line with College policy (e.g. use of mock inspections).
- To help subject coordinators host IAPS subject Cluster meetings.

#### General Areas of Responsibility along with rest of SMT

- To be a role model for staff and pupils in the school.
- To play an active and effective role as part of the Junior School SMT in leading and managing the school.
- To work with the Junior School SMT on creating and implementing the Junior School Development Plan.
- To lead staff meeting sessions, disseminating new ideas and educational initiatives, providing INSET, organising discussions, reviewing documents and policies and providing feedback on learning walks.
- To stay abreast of relevant and up to date professional research and thinking, informing staff, SMT and the wider College Community.
- To work as part of the SMT to ensure Junior School documentation is regularly updated, specifically to take responsibility for all the whole school



related policies.

- To play an active role in the marketing of the College including showing parents round on Open Days and speaking at prospective Parents' Evenings.
- To assist the Head of Junior School in the interviewing and recruitment of new staff and be trained in Safer Recruitment.
- To attend functions and events in the Junior School, the College community, and, occasionally, beyond.
- To teach a number of periods, to be agreed annually.
- To play an active role in the co-curricular programme of activities.
- To be part of a rota which ensures that a member of SMT is on site until the last Junior School boys leave the College premises.
- To help with proof-reading of reports.
- To plan and deliver assemblies on a wide variety of topics throughout the year.

#### Person Specification

	Essential	Desirable	Assessment
Ability to work collaboratively with others	Y		Application Form Interview
Ability and willingness to delegate fairly and appropriately	Y		Application form Interview
Ability and willingness to develop an annual departmental development and lead on its delivery by the team	Y		Application form Interview
Ability and willingness to lead and develop supra-curricular activities in the department, including but not limited to outings, trips and expeditions, societies, and other events	Y		
Strong work ethic and high levels of personal organisation and integrity	Y		Interview
Ability to work under pressure and to deadline	Y		Interview



Degree(s) in relevant subject area	Y		Application form
Teaching qualification	Y		Application form
A passion for the KS2 stage and it's teaching	Y		Interview Lesson Observation
Willingness and ability to engage with professional learning, keeping up to date with relevant subject content and pedagogy	Y		Application form Interview
Ability to teach and enthuse pupils and staff with a range of methods	Y		Interview Lesson Observation Pupil panel
Experience of teaching at least one of the KS2 core subjects in a KS2 school setting	Y		Application form
Experience of teaching English and Maths to all of KS2 in a school setting		Y	Application form
Ability to lead Key Stage 2 learning across the full curriculum, ensuring strong practice in core subjects.	Y		Interview
Experience of pastoral support in a school, for example as a form tutor or similar	Y		Application form
Experience of working with young people of KS2 age	Y		Application form



Proven ability to organise, lead and manage school events, initiatives, staff and pupils effectively	Y		Application form
Prior training in safeguarding and supporting the wellbeing of KS2 aged children		Y	Application form
Strong instincts for the safeguarding of young pupils	Y		Application form Interview
Ability and willingness to make a significant contribution both to academic activities and to the wider co-curricular life of the College	Y		Application form Interview Pupil panel
Ability to communicate effectively, both verbally and in writing, with staff, pupils, and parents	Y		Application form Interview Lesson observation
Ability to track, analyse and present data (esp. Academic data) to help inform planning, impact and progress on school and individual levels	Y		Application form Interview
Ability to use relevant ICT effectively e.g. MS Office suite	Y		Application form Interview
Strong work ethic and high levels of personal organisation and integrity	Y		Interview
Ability to work collaboratively with others	Y		Interview

# Employee Benefits Supporting Our Operations Team

\* Terms & Conditions apply  
\*The benefits offered aren't contractual and may occasionally be updated



## Help to make your money go further

Generous pension contributions  
The College matches contributions up to 10% of salary

Lunches  
Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

Eat out at a discount  
Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

Retail discounts  
Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to CostCo and TasteCard membership for discounts at CostCo and other high street retailers and major supermarkets

Fee remission  
Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies)

## A hand with your wellbeing

SimplyHealth Cash Back Scheme  
A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

Telephone GP Support  
24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

EAP (Employee Assistance Programme)  
A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

Membership of our sports club  
Free family membership at Dulwich College Sports club

Eye tests  
Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

Flu vaccinations  
Free seasonal flu vaccinations, delivered on site

## Support for your life outside Dulwich College

Increasing annual leave  
All-year-round roles have 5 working weeks of holiday, rising to 6 weeks after 5 years' service

Enhanced family leave  
To support your family when you welcome a new addition

A new baby perk  
A cash contribution from SimplyHealth when you welcome a new baby to your family

Time off for IVF and assisted conception  
Up to 5 days off to attend key appointments

## Help should the unimaginable happen

Life insurance  
Everybody in one of our pension schemes has life insurance automatically, should the worst happen

Accident insurance  
A policy that pays benefits following an accident resulting in permanent disability or dental damage

## Help with your commute

Bike to work  
A tax efficient way to buy a new bike for your commute

Onsite parking  
If you need to drive to work, you'll find free parking onsite

## A boost to your social life

Social activities  
Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

Free entry to Dulwich Picture Gallery  
Show your staff pass for free entry to the Picture Gallery

Discount at Dulwich Golf Club  
Show your staff pass to receive the discounted 'Member's guest' rate

Discounts for private functions  
Significant discounts for events are available (dependent on availability)



# Application Procedure

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To apply for this role please visit our [vacancies page](#)

## Closing date

Wednesday 7th January 2026

## Interview date

Longlist W/C 19th January 2026

Shortlist W/C 26th January 2026

## Start date

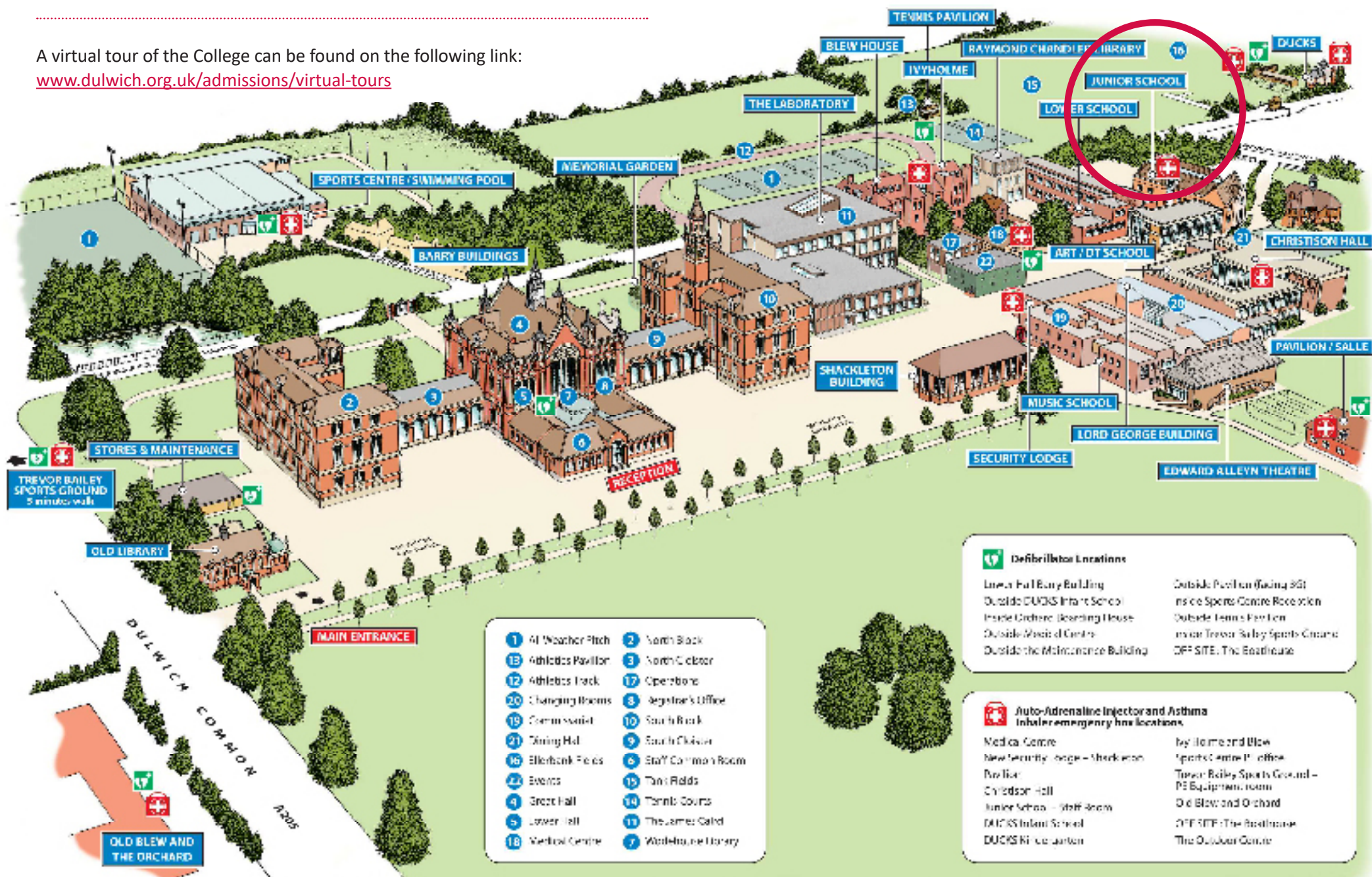
September 2026

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

# Campus map

A virtual tour of the College can be found on the following link:

[www.dulwich.org.uk/admissions/virtual-tours](http://www.dulwich.org.uk/admissions/virtual-tours)





DULWICH COLLEGE  
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