

DULWICH COLLEGE
FOUNDED 1619

Director of Studies

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role details

The Director of Studies provides strategic leadership of the College's academic programme, with responsibility for curriculum design, academic reporting, and departmental review processes, ensuring provision is coherent, rigorous, and aligned with the College's educational aims. The role safeguards academic standards through robust quality assurance, supports Heads of Department in delivering high-quality subject provision, and ensures pupils and parents receive clear, consistent information about learning and progress. Over time, the postholder may also contribute to shaping academic practice in the Junior School and DUCKS.

The position focuses on strengthening the quality of pupils' learning experiences and the effectiveness of academic reporting through a coherent, well-structured programme across all year groups. It carries significant responsibility for developing the academic life of the Senior School, particularly by securing strong progress and attainment in public examinations through a rigorous, data-informed culture of performance, accountability, and targeted intervention.

Success in the role requires meticulous attention to detail, professional judgement, and an urgency to sensibly review academic practice and act decisively to drive improvements in pupil outcomes. The postholder must be willing to identify weaknesses, implement timely changes, and sustain a clear focus on pupils' learning, engagement, teaching quality, and outcomes across the College.

Duties

General

- The Director of Studies provides strategic leadership of the College's academic programme by ensuring that provision is coherent, rigorous, and aligned with the College's educational aims.
- This is achieved through their direct responsibility for curriculum design, academic reporting, and the departmental review processes
- The Director of Studies is accountable for safeguarding academic standards through effective quality assurance, supports Heads of Department in delivering high-quality subject provision, and ensures that pupils and parents receive clear, consistent information about learning and progress.
- The Director of Studies will play a leading role in the work of the Academic Office in improving pupil learning, experiences and examination outcomes.

Curriculum and Academic Provision

- Holds responsibility for the design, coherence, delivery, and development of the curriculum across the College, in consultation with Heads of School and Heads of Department
- Ensures all curriculum pathways are appropriately structured, balanced, and aligned with the College's educational aims
- Lead periodic curriculum review to maintain breadth, rigour, progression, and relevance across all key stages
- Leads the work with the Timetabler(s) and senior leaders to ensure curriculum provision is deliverable and appropriately resourced
- Leads the construction of curriculum booklets, options materials, and other documentation relevant to academic provision



Academic Reporting

- Holds responsibility for the framework, calendar, and quality of academic reporting to pupils and parents
- Responsible for the consistency, clarity, and appropriateness of reports across departments
- Responsible for developing reporting guidance for staff to ensure alignment with curriculum expectations and College standards
- Collaborates with Heads of School in the planning and delivery of Parents' Evenings
- Reviews reporting processes periodically to ensure they remain effective and informative



Department Review and Academic Quality Assurance

- Holds responsibility for the Department Review cycle and the academic component of the Annual Review process
- Ensures reviews focus on curriculum intent, implementation, assessment practice, teaching approaches, and departmental organisation
- Provides guidance to Heads of Department in preparing for reviews and responding to outcomes
- Responsible for the monitoring of progress against review recommendations and supports long-term departmental development





Staff Matters

- Plays a leading role in the interviewing and appointment of new academic staff
- Supports Heads of Department in investigating and addressing concerns or complaints relating to teaching or academic provision
- Works with the Staff Tutor to develop CPD priorities relating to curriculum and pedagogy
- Holds responsibility for the induction of new Heads of Department (curriculum and organisational aspects)
- Oversees the cover rota, including the organisation and publishing of the final daily cover rota

Management

- Line-manages designated Heads of Department, providing strategic leadership, support, and accountability for curriculum delivery, departmental organisation, and examination outcomes
- Supports and challenges Heads of Department in fulfilling their leadership responsibilities and acts as a point of escalation for them
- Works with the Deputy Head Academic on management and policy matters and supports the implementation of new initiatives
- Acts as deputy to the Deputy Head Academic, as required

Memberships

- SMT, ELT and CAPCOM;
- Attending Education Committee with the Governing Body

Roles Reporting To

- Specified Heads of Department



Application procedure

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

Closing date

9am Thursday 19 March

Interview dates

Wednesday 25 March

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

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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