

# Information for Candidates

Deputy Master Academic, Dulwich College

# Welcome

Dear Potential Applicant

Welcome to Dulwich. We are delighted you are considering joining our team and wish to know more about our exciting, happy and diverse College.

Since 1619, thousands of pupils, colleagues, parents and governors have been valued members of the College. During this time, we have evolved and adapted, yet core characteristics remain and thrive. Dulwich pupils have always shown a balance of humility, confidence, and ambition. They have a passion for learning, conversation, and inquiry. They wish to be part of clubs, teams, orchestras, societies - in all shapes and sizes; they like to represent their College through initiatives, in collaborations and in competition; and, they care about each other, and the world around them.

As well as embodying these characteristics, our pupils, colleagues and governors wish to positively shape the College through their actions, thoughts and achievements, sustaining its relevance and ensuring its local, national and international benefit for as many people as possible.

The College's scale, heritage and structure helps in so many ways. It inspires our pupils, provides a pathway and enables them to explore and take up wide-ranging opportunities. They invariably discover new talents and become part of something far greater than themselves. This vital balance between each pupil's personal life, the sense of being known, cared for and understood, whilst also being part of a thriving and broad community - with clearly defined values and aims, is what makes Dulwich a special place.

I very much doubt that we could find two pupils, past or present, whose experience of the College is truly the same in every way, nor have I met two pupils who are completely alike in personality or passions. I hope, however, that every pupil feels happy, that they feel valued - for their attitudes, actions and endeavours, above all else - and that they enjoy a sense of momentum in all that they do. I hope they all know we wish them every success, and they feel proud to be Alleynians wherever they go.

There are many ways to grow and make a real difference at Dulwich College, I hope you'll feel inspired to join us.

**Mr Robert Milne**  
Master





# Summary

Dulwich College is a day and boarding school from Kindergarten to Sixth Form. It seeks to appoint an outstanding Deputy Master: Academic. This senior post begins at the start of the autumn term 2026. We are currently creating our latest strategic plan for the next 5 years and the successful post holder will shape and lead key parts of it.

Deputising for the Master, and leading on all academic matters, the successful post holder will have a proven track record of departmental, whole school or section improvement. They will be able to evidence achieving excellent academic outcomes and value added performance, demonstrating the ways in which colleagues, pupils and families have been engaged with, so that all parties might play their part in helping a school or department to thrive.

The College is a truly holistic environment and the ideal applicant will have a genuine wish to be part of our diverse school community, being visible, available and clear in their leadership manner and style. With a new Master in post from August 2025, this is an exciting time to join the College, ambitiously developing its broad educational offer in all areas and influencing at all ages.





# Job Description

**Role:** Deputy Master Academic

**Reports to:** Master

**Appointment:** Permanent

**Capacity:** Some classroom teaching will be required.

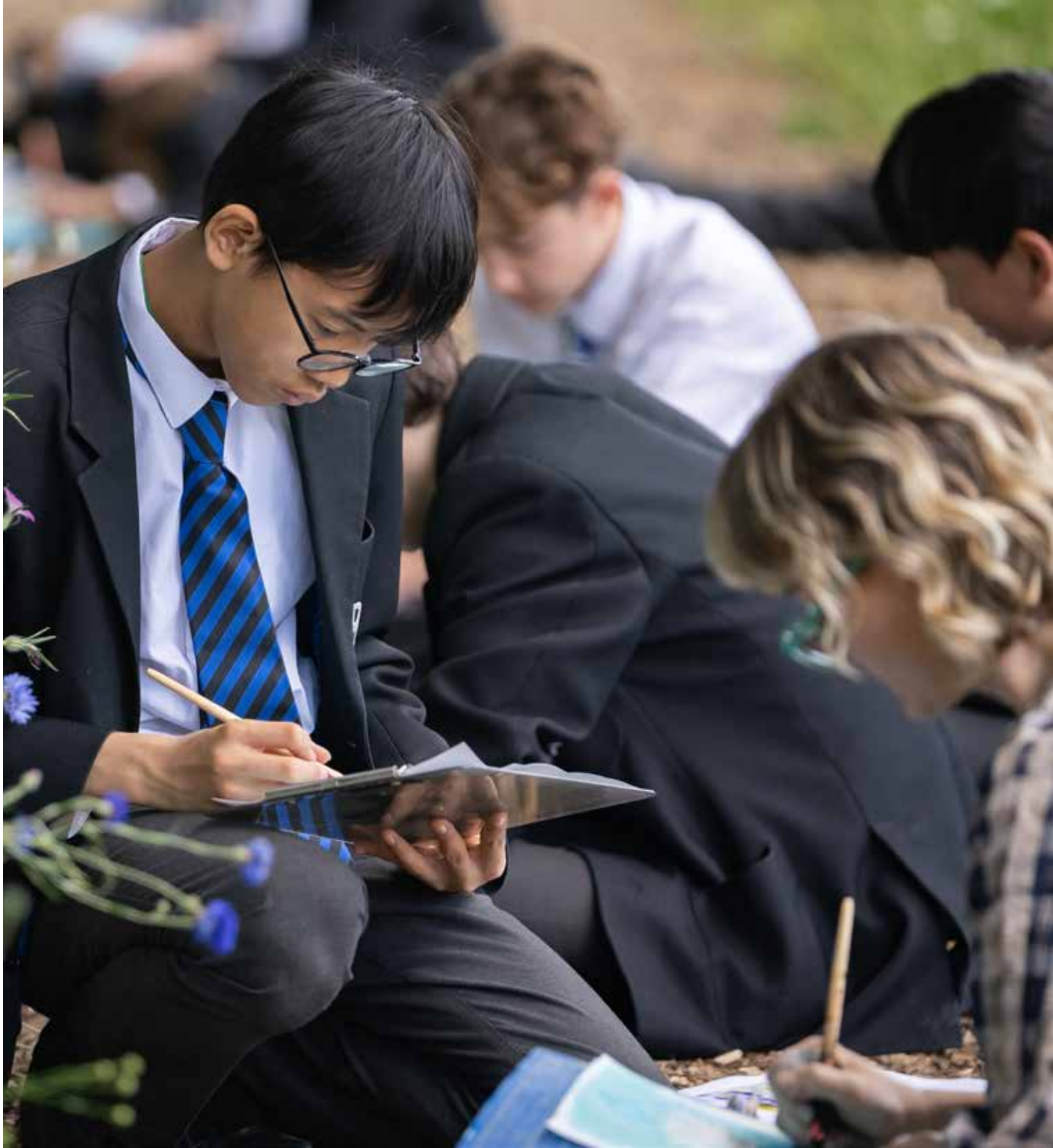
**Remuneration:** Competitive salary and attractive benefits package include fee remission and private medical insurance. Accommodation may be possible, subject to availability.

## Role Purpose

The College, from Kindergarten to Sixth Form, strives to be an outstanding and leading school through the way it teaches, through the creativity of its curriculum and its desire to add significant value to every pupils' outcomes. The Deputy Master Academic is responsible for this intention and our strategic approach. They should be an exemplary teacher, as well as a strong and experienced leader.

The Deputy Master will promote and enhance the College's academic experience and outcomes, ensuring very high standards in all areas of responsibility, including:

- Teaching and learning
- Teacher planning and recruitment
- Teacher development and performance
- Academic administration
- College leadership



# Role Description

## Leadership of Teaching and Learning

- Identify academic priorities for the College and create/deliver the Academic Development Plan, as part of the College's 5 year plan
- Promote high quality, pupil centred and consistent levels of teaching and learning in the College
- Strategically lead Heads of Department to achieve and sustain high quality teaching
- Deliver beneficial and measurable cross curricular collaboration between departments
- Keep abreast of proposals and decisions relating to curricular change and relevant educational issues as reported in the press and industry channels, and disseminate information as appropriate
- Review and sustain methods that tangibly improve lessons for pupils
- Publicise policies to improve educational experience and outcomes
- Ensure Heads of School know how to improve academic outcomes with their pastoral teams, and that pastoral and academic staff work effectively and collaboratively
- Scrutinise public examination results, regular assessment points, reporting and parent liaison; report on significant issues; publicise solutions.
- Collaborate with Heads of School and Form Tutors on advising pupils of curricular choices
- Communicate clearly and purposefully with families and pupils

## Teacher Planning and Recruitment

- Review teacher staffing capacity against teaching needs and propose resourcing and timetabling solutions to best meet the pupil and College needs.





- Work closely with other deputies and the HR Director to ensure successful recruitment for excellent teachers
- Lead in the interviewing and selection of new teaching staff, ensuring the appointment of high-quality teachers, ensuring diversity of background and experience in the teacher community.

### **Teacher Development and Performance**

- Lead the assessment procedure and ensure staff guidance is up to date and utilised.
- Line manage Heads of Departments and act as their point of escalation for matters concerning teaching staff.
- Set and demonstrate high standards for all staff
- Manage and oversee the induction of all new teaching colleagues
- Help oversee staff development and performance management, ensuring policies are relevant and utilised.
- Play a key role in the appraisal system (in the areas that focus on teaching)
- Run reviews with each Head of Department

### **Academic Administration**

- To monitor the quality of departmental documentation and operation
- To update and arrange for the publication and circulation of documentation which relates to the curriculum
- Liaise with the Timetabler's Team
- Liaise with Head of Academic Administration the management of the report procedure, ensuring all relevant staff operate in line with the current procedure.



## College Leadership

- Line manage the team in the Academic Office, including Director of Studies, Director of Higher Education, Staff Tutor, timetabler and Academic Administration team.
- To assist advise and represent the Master as and when required.
- Attend Parents forums as appropriate
- Oversee all academic budgets
- Represent the College at Eton and Trinity Group meetings for Academic deputies and other similar networks
- Work with the Digital Transformation Director to identify and set the digital priorities in support of the broader education strategy.
- Work with the Admissions team to understand and respond to the trends and insights gathered through admissions activity and family enquiries.





# Person Criteria

## Qualifications

- An honours degree
- Additional academic and / or management qualifications are desirable

## Skills and Experience

- Demonstrated ability to lead, develop and motivate, fostering collaboration, accountability and high performance.
- Proven record of successful teaching with consistent evidence of enabling pupils to achieve the highest academic standards.
- Substantial and successful experience of curriculum leadership, development and management, likely to have been gained as an Assistant Head or Head of Department or equivalent senior role.
- Experience of strategic curriculum planning either as a member of senior team or as part of a team or initiative, driving whole-school change
- Excellent interpersonal and communication skills, with the ability to motivate and influence others, build effective relationships, resolve conflict sensitively, and promote the College's strategic academic direction.
- Strong analytical and problem-solving skills, combined with a proactive and positive approach to delivering change.
- Exceptional organisational and administrative skills, with the ability to prioritise competing demands, meet tight deadlines and maintain accuracy under pressure.
- Data literacy, with the ability to interpret statistical information, and use insights to inform both shorter-term responses and longer-term strategy.
- Strong knowledge of up-to-date approaches to embedding technology in learning as a complementary tool to high





quality teaching.

- Rigorous attention to detail and a comprehensive understanding of the legislative and compliance environment for independent schools.
- Up-to-date knowledge of national educational policy, trends and emerging themes, with a proactive approach to continuous improvement and innovation.

### Personal Attributes

- Demonstrable confidence, presence, good humour and leadership capability.
- Personal integrity, honesty, energy and resilience, with a consistently positive and professional approach.
- Highly self-motivated, with a strong work ethic and a commitment to achieving excellence.
- Commitment to ongoing personal and professional development and to lifelong learning.
- Collaborative approach with a genuine commitment to teamwork and shared success.







# About Dulwich College

Founded over four centuries ago, Dulwich College educates nearly 2,000 pupils from Kindergarten to Sixth Form. The College is co-educational up to Year 2 and offers boarding from Year 9, with around 160 boarders across three houses, most of whom are in the Sixth Form.

We are a proudly diverse and accessible school. Our bursary programme is among the most substantial in the sector, enabling many pupils to benefit from a Dulwich education regardless of financial means. The College also maintains close ties with its 30,000-strong alumni network, whose continued engagement plays a vital role in sustaining our community spirit and philanthropic mission.

Locally, Dulwich is deeply embedded in its community through a wide range of partnership and outreach initiatives. We co-chair the Southwark Schools Learning Partnership, bringing together state and independent schools to share expertise and opportunity. In recent years, we have been recognised nationally with awards for Social Mobility and Community Partnerships.

The College enjoys a thriving partnership with Education in Motion (EiM), with Dulwich schools established across the globe and further developments planned. The international partnerships enrich our community, extend the reach and reputation of a Dulwich education and provide opportunities for colleagues and alumni.

Academically, Dulwich College remains among the most successful schools in the country. The majority of our pupils progress to leading UK universities, with others pursuing higher education in North America, Europe or apprenticeships. Above all, we aim for every pupil to leave us with confidence, happiness, and a commitment to making a positive difference in the world.



# Charitable Objects and History

The College's charitable object is the advancement of education. Surpluses are used to fund capital projects or build reserves for future expenditure in line with its charitable objects.

The College is descended from the "College of God's Gift" founded at Dulwich in 1619 by Edward Alleyn, the Elizabethan actor-manager. He set up the foundation and endowed it with the ancient manor of Dulwich, including considerable land. Its successor charity, the Dulwich Estate, distributes its surplus income to the charities within the foundation, which include Dulwich College, James Allen's Girls' School, Alleyn's School and a number of state schools. Other than in its role as landlord of certain leased properties, the Estate does not have any influence on the operations of the College.





A young boy with curly hair is looking through a magnifying glass at a glowing plasma ball. The background is a blurred indoor setting. The image is overlaid with a dark blue semi-transparent rectangle containing white text.

# 222

bursary awards in 2025-26

# 150

Visiting speakers to the  
College every year

# 60+

clubs and societies  
representing enthusiasm,  
innovation and diversity

Community Action Service Day

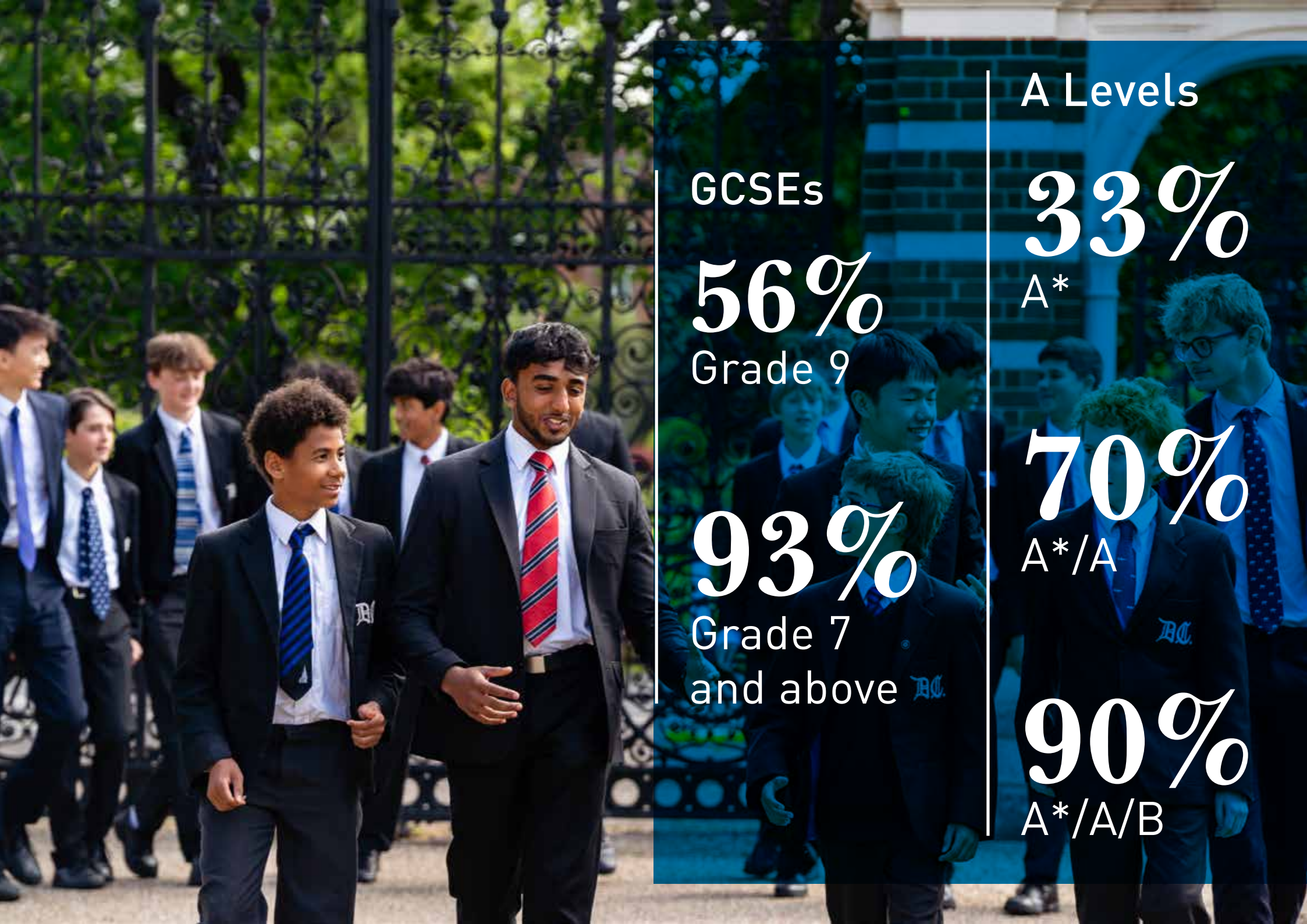
# 900+

pupils

# 52

external projects





GCSEs

56%

Grade 9

93%

Grade 7

and above

A Levels

33%

A\*

70%

A\*/A

90%

A\*/A/B



# How to Apply

**To apply for this role, please visit our vacancies page**

[www.dulwich.org.uk/contact/staff-vacancies](http://www.dulwich.org.uk/contact/staff-vacancies)

**Closing date:** Monday 19 January 2026

**Interview dates:** Friday 6 February and 13 February 2026

**Start Date:** Autumn term 2026

**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 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.

**Vetting:** All appointments are subject to pre-appointment vetting, as







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