

ASSISTANT HEAD OF ACADEMICS (DP)

At UWC Changshu we provide a collaborative and supportive environment where students can learn how to inspire change through courageous action, selfless leadership, and careful listening. Students take part in experiences and community activities to prepare them to build with confidence and lead with compassion.

The Assistant Head of Academics (Diploma Programme) advances this goal by assisting with:

- Coordination of support for DP students, especially students of concern (SOC).
- Overall implementation and administration of the Diploma Programme (DP).

The Assistant Head of Academics (DP) is an inclusive team leader whose responsibility is to ensure all students are guided toward success in the DP. To that end, this role requires strong communication, collaboration, and problem-solving skills, including the ability to respond independently to various challenges. This role also collaborates closely with the Heads of Academics (FP and DP), Heads of Learning Area, the Head of the Learning Center, and other key stakeholders in the school community. The Assistant Head of Academics (DP) reports to the Head of Academics (DP), and ultimately to the Vice Principal (Academics) and Principal/Head of School.

ROLES AND RESPONSIBILITIES

Student Support in Academics:

- Coordinates tracking, communication, and support for DP1 and DP2 Students of Concern (SOC), a role that will:
 - Keep a regularly updated SOC list that is shared with Head of Academics (DP) to collaboratively devise plans for action and student support. This includes following up on missed academic deadlines, late submissions and remedial plans for both attendance and academic performance.
 - Assist in coordinating and chairing SOC meetings, as well as follow up meetings with students, and where necessary family members or National Committee (NC) representatives.
 - Serve, alongside the Head of Academics (DP), as a liaison to all relevant stakeholders within the network of support for students who need elevated support, including family members, NC representatives, teachers, advisors, Heads of House, Head of Learning Center, Head of Social-Emotional Counseling, Head of Residential Life, the Head Nurse, and the Principal's Office.
 - Works with the IB Office Assistant to regularly update attendance reports and to communicate these to parents and National Committees.
 - Attend Disciplinary Advisory Committee (DAC) meetings as requested.
- Assist in the coordination of weekend support sessions, including weekend duty assignments, for students of concern or students with outstanding IB submissions.

IB Diploma Programme and Academic Policy Implementation:

- Support the ongoing operation of the IB Diploma Programme:

- Demonstrate or develop full knowledge of IB Diploma subjects and programs offered by the school, as well as the principles and standards of programme implementation.
- Confirm IB registration details, including personal details, subject details of DP1 and DP2 students on our learning management system with the help of IB Office Assistant.
- Provide support in the smooth running of DP1 Subject Selection and subject change process.
- Helping co-lead, and take attendance at weekly cohort meetings.
- To attend Heads of Learning Area meetings and to work with Heads of Learning area to support IB Diploma Programme implementation.
- Support Head of Academics (DP) in the organization of IBDP-related professional learning opportunities, including student and faculty orientation sessions, in-house workshops, and training sessions led by external instructors.
- Support Head of Academics (DP) and Heads of Learning Area during the IBIS uploading process. On some occasions, this support may extend beyond official working hours.
- Assist in management of key assessment for IB Diploma Programme:
 - Assist the organization and administration of DP1 End of Year Examinations, DP2 Mock Examinations, and IB World Examinations (November and May).
 - To support Head of Academics (DP) in the registration of DP2 students for IB World Examinations.
 - In the absence of the Diploma Coordinator, act as lead invigilator for IB World Examinations.
 - Support Head of Academics (DP) in training and supporting invigilators and in implementing examination protocols.
- Analyze and review IB program practices and outcomes:
 - Support data analysis of student end of term reports and IB Diploma Examination results—note the exam analysis occurs in early July.
 - Support the completion of the August IB Examination Report.

Note this role requires flexible provision of administrative support for the provision of all services offered through the Academic/DP Coordinator's Office and regular contact and support for DP students. This role may be required to other related professional duties as assigned by the Head of Academics (DP) or Vice Principal (Academics).

SAFEGUARDING STATEMENT

UWC Changshu 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.

EQUAL OPPORTUNITY STATEMENT

The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age, or disability.