

## DEAN OF EXPERIENTIAL LEARNING

Experiential learning at UWC Changshu aims to develop a culture of healthy risk taking, inquiry, and a service mindset. The Dean of Experiential Learning provides practical and pedagogical leadership to oversee all co-curricular programs and promotes experiential education principles in all aspects of learning and community at the school. The Dean of Experiential Learning sparks enthusiasm for service to others and, in the spirit of Kurt Hahn's Outward Bound, helps others find value in the challenge of the outdoors.

### DIRECT REPORTS

The Dean of Experiential Learning is a key leadership role at the school, reporting to the Vice Principal (Academics) and working closely with the Principal, Vice Principal (Student Life), Director of Safety, and other key stakeholders. The Dean of Experiential Learning leads the Experiential Learning Office, serving as line manager for the Head of Community Engagement and CAS, Head of Physical Education and Aquatics, and 2-3 administrative support staff.

### PREFERRED QUALIFICATIONS

- At least 2 years of leadership experience and at least 4 years of work in experiential and/or outdoor education.
- Degrees in education or related field (postgraduate degree preferred).
- Appropriate certifications to lead outdoor programs preferred (e.g., Leave No Trace, Viristar Risk Management for Outdoor Programmes, Wilderness First Aid/Responder).

### ROLES AND RESPONSIBILITIES

The roles and responsibilities for this role are inclusive of, but not limited to, the following:

#### LEAD EXPERIENTIAL LEARNING PROGRAMS

- Lead the design and implementation of high-quality experiential learning programs across all areas, especially outdoor activities and service learning.
- Maintain the highest safety standards, including by partnering with our Director of Safety maintain documentation best practices in a safety handbook, ensuring safety and safeguarding qualifications are up to date for third-party staff, and supervising water safety.
- In collaboration with the Head of CAS (Creativity, Action, Service) and Head of Athletics and Aquatics, manage the 80+ student-led, co-curricular *Zhixing* programs, including annual application, faculty supervisor allocation, student sign ups, budget requests, and ongoing supervision and problem solving.
- Manage the recruitment and ongoing supervision of any third-party staff employed to deliver components of the Experiential Learning program, especially external coaches for *Zhixing* programs.
- Coordinate programming for UWC Day, Earth Day, and Special Topics Day.
- Coordinate week-long experiential learning Project Weeks.

- Support promising student and faculty initiatives within and beyond the formal structures of the schools.
- Develop and maintain external partnerships and relationships that support and promote growth in experiential learning at UWC Changshu.

#### PROMOTE EXPERIENTIAL LEARNING IN ACADEMIC AND RESIDENTIAL PROGRAM

- Support integration of experiential learning pedagogy in the academic and residential programs, for example, by integrating place-based learning into student orientation (the “Changshu Challenge”) or the use of reflection exercises to enhance the value of field work in courses.
- Support training for classroom teachers, Heads of House, and other student-facing faculty and staff by drawing on internal—and potentially external—expertise in experiential learning practices.
- Collaborate closely with relevant stakeholders in Academics and Student Life to support the mission, values, and strategic direction of UWC Changshu.

#### MANAGE BUDGET, DOCUMENTATION, AND ASSETS

- Develop and maintain all equipment and resources necessary for outdoor, athletic, and other programs.
- Prepare an annual budget, serve as a responsible steward of Experiential Learning funds, ensure appropriate documentation for program-related expenditures, and maintain open communication with the Finance Office.
- Review and keep up to date all documentation, handbooks and UWC Changshu website materials related to experiential learning.
- Engage in structured reflection of the experiential learning program that can support periodic program review and re-accreditation.

#### OTHER LEADERSHIP AND PROGRAMMATIC RESPONSIBILITIES

- Onboard and provide ongoing supervision and support for Experiential Learning Office staff and student or alumni volunteers.
- Guide the ongoing professional learning of Experiential Learning Office staff to build on existing strengths and identify new opportunities for growth.
- Utilize anonymous survey tools to collect data on community member engagement with Experiential Learning programs.
- Align the goals of Experiential Learning programming with the UWC movement and the school’s vision and strategy.
- Help to build a positive sense of community among faculty, staff, and students.
- Effectively navigate intercultural difference and model genuine international-mindedness.

#### ADVISING AND THE RESIDENTIAL PROGRAM

As advisors, faculty members are responsible for a group of students whom they monitor and support in all aspect of school life. Advisors meet with their advisees regularly, both individually and as group, forming an essential component of the student support system. Advisors prepare periodic

reports on the students' academic progress, involvement in co-curricular activities and social and personal qualities. Advisors also contribute to the running of the residential program through affiliation with a House: by doing regular check-ins and participating in House activities. Beyond the formal duties, advising is a rewarding element of our close-knit residential school community. Advisors are supported as part of a team, including a professional social-emotional counselors, the head of house, and the school leadership.

### SPECIAL EVENTS AND VOLUNTARISM

Key elements of our school's operation, including cultural events, student recruitment, professional learning all rely on voluntary faculty support. As a residential learning community, we share a common commitment to contributing our time, energy, and expertise wherever we can. Faculty members work intensively during the time that school is in session, and, in return, benefit from a deeply rewarding connection with students and colleagues and generous school breaks.

### 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.