



HARROW

INTERNATIONAL SCHOOL

HONG KONG

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British independent style of education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently 1260 and the school achieves some of the best results in Hong Kong at A-level and GCSE and pupils go on to study at some of the top universities across the world. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as involving themselves in service to the local community.

Job Title: Matron – Senior Boarding House

Job Purpose: To work closely with and support the House Masters / House Mistresses in providing pastoral care and guidance to pupils, and ensuring a warm, purposeful, pleasant atmosphere and regime within the Houses.

To support the domestic services within the Houses and ensure that there are high standards of cleanliness, tidiness and Health and safety.

Start Date: August 2018 / January 2019

Reporting Line: Assistant Head (Pastoral Care & Boarding)

Specific aims and key responsibilities are:

- Supporting the work of the Medical Centre by the provision of medical care in the Houses, following guidelines issued by the Medical Centre, ensuring proper records and communication are maintained. Making appointments for pupils to attend, and accompanying them to, hospitals, dentists and opticians as necessary.
- Ensuring that cleaning standards are met as agreed with the House Masters and House Mistresses, and liaison with the Facilities Manager concerning cleaning requirements in the Boarding Houses.
- Ensuring that the laundry service to the Boarders is effectively managed. Advising pupils if the fit, cleanliness or state of repair of their clothing and footwear has fallen below an acceptable standard and arranging replacements where necessary.
- Inspecting the Houses daily for cleanliness, tidiness, wear and damage, faulty installations, illegal equipment, breaches of school rules and breaches of fire and safety regulations. Informing the relevant department of any discrepancies and actions required and providing guidance to pupils where necessary.
- Assisting the House Masters and House Mistresses in preparations for special functions or events e.g. Speech Day.
- Providing pastoral support in the boarding Houses by being a visible presence and assisting with the daily routine of the pupils, including wake up and evening duties, and attending meals with the pupils.
- Providing medical and pastoral support by attending House and School events, e.g. Sports Day, Inter House competitions, sporting events and other activities.



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- Attending relevant training courses, when required, to ensure that knowledge and standards are maintained to the required level e.g. First Aid Training, Health & Safety, etc.
- Submitting termly reports agreed with the House Masters and House Mistresses on the condition of the fabric of the Boarding Houses and recommendations in relation to refurbishment / replacement of carpets/curtains/furniture.
- Any other reasonable duties arising in the life of the boarding houses, as dictated by the Head teacher or delegated representative.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

The School is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow International School Hong Kong reserves the right to recruit at any stage during the selection process.



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- Higher diploma or above

Skills:

- A commitment to the wellbeing and pastoral care of children
- Have a vision for and the ability to translate Harrow Hong Kong's vision to be a leading school in Asia into reality
- The ability to inspire others and lead by example, role modelling the School's vision statement *Leadership for a better world* in relationships with pupils, teachers and parents
- The ability to work in a successful and dynamic school
- Good administrative, organisational, and IT skills

Experience:

- Appropriate experience that will allow effective support of the House Masters, House Mistresses, pupils and their parents.
- A proven track record of suitability for working with children and young people, including the ability to form and maintain appropriate relationship and personal boundaries

Personal Qualities:

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences

Attitudes:

- A team player with leadership qualities and a reflective and flexible approach
- Organised, energetic, positive and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Committed to the Harrow Hong Kong's ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to representing the SLT's strategic vision for the School
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training as required
- A positive 'can do' approach in all aspects of the role
- A willingness to be fully committed to the life of a busy boarding school
- High levels of personal presentation, integrity and communication skills