



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 education from Early Years to Year 13 with 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 our pupils 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: Lower School Modern Foreign Languages Teacher

Job Purpose: To inspire, encourage and empower our pupils to achieve their very best in the learning of Modern Foreign Languages (French and Spanish)

Start Date: August 2018

Reporting Line: Director of Languages

Specific aims and key responsibilities are:

1. Responsibility for high standards of teaching and learning within the classroom, including:

- Managing curriculum delivery and associated resources in a manner that challenges and interests pupils, is appropriate to their needs and skill-levels and in a manner consistent with School and departmental policies and procedures.
- Using effective methods of assessment of pupil work to enhance learning.
- Fostering a spirit of enquiry in the classroom.
- Maintaining an on-going formative assessment programme related to the curriculum and associated learning objectives.
- Maintaining consistency with internal and relevant external marking schedules and moderation procedures.
- Maintaining legible, accurate, comprehensive, records of formative and summative assessment results.
- Preparing pupils for and administering summative assessment programmes, including both school-based and standardised/external assessments.
- Compiling written reports on pupil performance for internal and external use as required and participating in parent/teacher meetings to discuss pupil progress and targets.
- Liaising with the Lower School Individual Needs Coordinator regarding pupils who may need additional support.

2. A contribution to the development of the Modern Foreign Languages department, including:

- Working collaboratively in the on-going review of teaching programmes, methods and approaches.

- Being actively involved in the teaching observation programme, providing and receiving constructive feedback as appropriate.
 - Undertaking administrative tasks that are designated by the Director of Languages, thereby contributing to a sense of teamwork and aiding professional development.
 - Keeping up-to-date with subject developments outside the School and bringing them to the attention of colleagues.
 - Being actively involved in the department's enrichment activities both during the school day and in the post-School enrichment programme.
 - Willingness to be open to new and innovative approaches to reading and learning.
- 3. An effective contribution to pastoral care in the School, including:**
- Placing high importance on pupil well-being and development.
 - Communicating and consulting with parents on any issues relating to the well-being and development of pupils.
 - Consulting with the Year Leader regarding communications with parents.
 - Participating in the maintenance of high standards of behaviour and dress of pupils in the classroom and around the School.
 - Following School policies with regard to the health and safety of pupils both on and off the School premises.
 - Supervising pupils during non-curriculum time as determined by the duty rota.
- 4. An effective contribution to the extra-curricular programme.**
- Participation in the School's extra-curricular programme in one or more activities, including:
 - a. organising and/or leading a Pre-Prep School expedition or excursion, if required;
 - b. leading an extra-curricular activity; and
 - c. organising participation in competition and challenges as appropriate.
- 5. All teachers are expected to:**
- Actively seek opportunities to develop professionally including subject-specific knowledge, teaching and learning theory and research, and career-related goals.
 - Participate fully in the in the annual Professional Performance Review and seek CPD opportunities that may arise from it.
 - Participate in School-wide CPD initiatives and be prepared to share expertise in CPD programmes.

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.

Person Specification

Qualifications:

- Good Honours degree
- A postgraduate teaching qualification, including QTS
- Evidence of further relevant professional development

Skills:

- A genuine interest in Modern Foreign Languages and a strong commitment to high standards of teaching and learning
- 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
- Excellent organisational, administrative and IT skills

Experience:

- The ability and commitment to be excellent classroom teachers, usually with a minimum of three years' teaching experience
- A proven track record of delivering on academic performance
- 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
- Evidence of successful, inspiring and innovative teaching across a Pre-Prep / Prep / Primary / Junior School setting and particularly in Modern Foreign Languages
- Experience of collaborating with colleagues

Knowledge:

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

Personal Qualities:

- 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
- 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