



# HARROW

INTERNATIONAL SCHOOL

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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:** Head of Spanish

**Job Purpose:** To be responsible for the successful delivery of the teaching of Spanish from Year 1 to Year 13, ensuring all pupils consistently fulfil their academic potential, whilst being inspired by the creative impulse of Spanish.

To lead the Spanish department to achieve high academic results and a varied enrichment programme.

**Start Date:** August 2018

**Reporting Line:** Director of Languages

**In addition to the responsibilities of a Teacher of Spanish, the specific aims and key responsibilities of this position are:**

- 1. Responsibility for leading and managing the Spanish curriculum, including:**
  - Establishing and reviewing schemes of work and monitoring their use by staff.
  - Reviewing the public examination syllabuses offered in Spanish at Harrow Hong Kong and liaising with the examination board about syllabuses, examinations and results.
  - Establishing effective methods of assessment of pupils' work and analysing the results.
  - Fostering, by example, a spirit of academic enquiry within the department.
  - Providing appropriate, effective enrichment activities and opportunities for different age groups as part of the extra-curricular programme.
  - Supporting the department for any administrative work.
- 2. Responsibility for leading and managing the teaching and learning in the Spanish department, including:**
  - In liaison with the Senior Leadership Team, developing teaching and learning strategies to promote outstanding teaching in Spanish.
  - Providing an effective induction programme for new members of the department.
  - Arranging for the observation of teaching as a matter of good practice and providing constructive feedback.
  - Managing the teaching and learning element of the annual Professional Performance Review of members of the department.
  - Liaising with the Director of Languages to ensure consistency with the Modern Languages department.



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- Ensuring that teachers in the department use the School's rewards and sanctions effectively.
- Providing support to members of the department in any matters involving classroom discipline.
- Fostering high expectations of pupils in Spanish with regards to learning and behavior.
- A commitment to academic excellence and the development and implementation of schemes of work to ensure that each pupil develops at an appropriate pace through differentiated planning and teaching.
- Maintaining full and informative records of pupil achievement and progress.
- Delegating appropriate leadership of projects and initiatives to create a sense of teamwork within the department and aid professional development.
- Monitoring the quality of written academic reports on pupils by department staff.
- Contributing to the department's timetable allocation.
- Keeping up-to-date with subject developments in the subject and implement as relevant.

### **3. Responsibility for the administration of the Spanish department, including:**

- Holding and recording the minutes of regular departmental meetings to exchange ideas, and inform and develop good practice.
- Producing an annual analysis of public examination results for review with the School's Senior Leadership Team.
- Managing the departmental budget effectively.
- Maintaining a comprehensive, up-to-date departmental contribution to the School's website and the School's social media platforms.
- Ensuring that all members of the department are aware of the relevant Health & Safety practices as outlined in the School's Health & Safety Policy.
- Advising pupils with options choices relevant to the subject and with university applications.
- Leading, accompanying trips and visits organised by the Department and ensuring the school's trip policy is adhered to.

### **4. Other responsibilities:**

- Undertaking duties as the Head of School may reasonably request.

*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:**

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

**Skills:**

- A genuine interest in Spanish and a strong commitment to high standards and a variety of approaches to teaching and learning
- The ability to lead, inspire, motivate and support pupils and colleagues
- An outstanding classroom practitioner
- 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
- Interests and abilities that can enhance the School's extra-curricular programme
- Excellent organisational, administrative and IT skills

**Experience:**

- The ability to be identified as an excellent classroom teacher and have some experience of successful management of or within an academic department
- A proven track record of leadership, impacting on whole school outcomes
- 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
- Experience of collaborating with colleagues
- Experience of analysing whole school data and using it to inform whole school planning and development

**Knowledge:**

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

**Personal Qualities:**

- A dynamic leader and effective manager
- 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



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- 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