



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 1300 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: Director of Sport

Job Purpose: To oversee all aspects of extra-curricular sport and academic Physical Education throughout the School from Early Years to Y13; and assume the role of an ambassador for the benefits and possibilities of sporting excellence and 'sport for all', and for enhancing the reputation of the School through sport.

Start Date: August 2018

Reporting Line: Principal Deputy Head (Curricular) on all matters relating to Physical Education and sport

The Director of Sport is responsible, in conjunction with key members of the Senior Leadership Team (SLT), for setting and implementing a clear strategic sporting direction for the School as it continues to grow; coordinates the sports programme in the Early Years, Pre-Prep School, Prep School and Senior School; promotes physical literacy at all opportunities; and ensures excellent standards of sporting provision at all levels.

Specific aims and key responsibilities are:

1. Responsibility for managing the whole School PE curriculum, including:

- Developing, in liaison with the Principal Deputy Head (Curricular), a strategic direction for sport in line with the whole school strategic plan.
- Establishing and reviewing schemes of work and monitoring their use by members of staff.
- Establishing effective methods of monitoring pupils' progress and analysing the results.
- Keeping up-to-date with subject developments outside the School and bringing them to the attention of colleagues.
- Reviewing the public examination syllabuses offered at Harrow Hong Kong in PE and, with the teacher in charge of academic Physical Education, liaising with the examination board about syllabuses, examinations and results.
- Fostering, by example, a spirit of academic enquiry within the PE Department.



HARROW

INTERNATIONAL SCHOOL

HONG KONG

2. Responsibility for leading and managing the staff in the PE Department, including:

- Line managing the PE/ Sports Department Staff.
- Providing an effective induction programme for new members of the Department.
- Arranging for the observation of teaching as a matter of good practice and to provide constructive feedback to staff concerned.
- Managing the teaching and learning element of the annual Professional Performance Review of members of the department.
- 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 discipline in PE lessons.
- Delegating appropriate tasks to create a sense of teamwork within the Department and aid professional development.
- Ensuring that teachers are aware of pupils with learning, medical, social or other difficulties and providing appropriate support.
- With the Principal Deputy Head (Curricular), preparing timetable allocations.
- Working with the Principal Deputy Head (Curricular) and Academic Organisation Coordinator to manage cover teaching when members of staff are absent.
- Deploying staff to support the ECA programme.
- Monitoring the writing of academic and activity reports on pupils by staff in the Department.
- With the Principal Deputy Head (Curricular), planning the department's professional development needs.
- Identifying areas of recruitment needs for teaching and sports coaching staff and to participate in the recruitment process.

3. Responsibility for managing the pupils taught in the PE Department and coached in the Sport ECA programme, including:

- Ensuring that pupils are taught in appropriate groups according to ability, whenever possible.
- Monitoring pupils' physical development and progress.
- Fostering high standards of pupil achievement and a spirit of enjoyment of physical activity within the Department.
- Being responsible for frequent and proactive consultation with the PE staff, House Parents, Heads of Department and Year Group Leaders to ensure each pupil's ECA sports programme is balanced and that clashes are resolved in a sensitive and timely fashion to ensure the best outcome for pupils.



HARROW
INTERNATIONAL SCHOOL
HONG KONG

4. Responsibility for the administration of the PE Department, including:

- Producing an annual Department Development Plan linked to the whole School Development Plan.
- Holding and recording the minutes of regular Departmental meetings to exchange ideas and inform and develop good practice.
- Producing an annual report for the Head, including the results of the monitoring of pupils' progress and public examinations.
- Allocating teaching space to members of staff and ensuring that pupils respect the fabric of the department.
- Managing the departmental budget effectively.
- Keeping a comprehensive departmental handbook up-to-date.
- Ensuring all aspects of the organisation of external sports fixtures and hospitality at the School are of a high standard.
- Ensuring accurate and timely communication of sports, including match results and other relevant achievements/information via the School app and website and for assemblies.

5. Responsibility for Health and Safety and facilities management, including:

- Ensuring that appropriate Health & Safety standards as set by the relevant National Governing Bodies are met in all sports activities.
- Ensuring that all Risk Assessments for Sports and PE activities are up to date and regularly reviewed.
- Ensuring all new teachers/ coaches taking sports have appropriate induction, especially with regard to Health & Safety child protection and the requirements and the procedures for injuries in particular in contact sports.
- Ensuring that all Sports equipment is organized, stored and maintained appropriately and treated with due care by all others.
- Keeping accurate inventories of fixed assets in the Department.
- Liaising with the Director of Operations regarding external bookings of Harrow facilities.

6. Responsibility for promoting high levels of participation and excellence in competitive sport, including:

- The staffing of all sports ECA activities, including the allocation and analysis of sports activity staffing levels and advising the Head on future requirements.
- Monitoring the performance of teachers and external coaches in the sports programme.
- Line management of external specialist sports coaches and assistance with their induction.
- Monitoring team and individual levels of performance and forging links with external organisations to encourage talented pupils to gain representative honours.
- Assisting the Admissions Department in recruiting talented pupils to the School.
- Working with the Admissions Department on the award of scholarships.
- Working with the Communications Department to use social media and ensuring that sport is widely publicised both internally and externally.
- Leading policy making on sports activities, including keeping up to date with local and international initiatives and advising the Head and Governors on developments.



HARROW

INTERNATIONAL SCHOOL

HONG KONG

- Ensuring effective timetabling of all sports activities throughout the year, including an extensive range of fixtures against other schools, inter-House competitions and sports tours where appropriate; and monitoring the quality and frequency of fixtures and national competition entries.
- Ensuring efficient administration of sports activities, including the production of literature for parents, teachers and pupils, the day-to-day use of the internal and external sports facilities, the management of the sports activity budgets, and the entry of sports activities in the School Calendar, including team sheets for all sports fixtures.
- Consulting other members of the PE department on the award of sports colours.
- Continuing to develop and manage the School's sports scholarship programme, elite mentoring scheme, and promoting links with the local and wider Hong Kong community.

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 Head and 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.



HARROW
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HONG KONG

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:

- Personal expertise in and a strong commitment to sports
- The ability to lead, inspire, motivate and support pupils and colleagues
- A commitment to the wellbeing and pastoral care of children
- The ability to be an outstanding advocate for sporting excellence and 'sport for all' within the School community and beyond
- Interests and abilities that can enhance the School's extra-curricular programme
- 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 interpersonal and communication skills
- Excellent organisational, administrative and IT skills

Experience:

- Proven experience as a Teacher of PE and sports coach
- Experience of competing in a sport at County/ National level
- A proven track record of managing sports programmes
- 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



HARROW

INTERNATIONAL SCHOOL

HONG KONG

Personal Qualities

- A dynamic leader and effective manager
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils

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 School's strategic vision
- 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