



# 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 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 around 1450 and the school achieves the best results in Hong Kong at A-level and GCSE with pupils go on to study at some of the top universities across the globe. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and we are the leading School in Hong Kong according to the 2020 Spear's Index. 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:** Deputy Head (Academic)

**Job Purpose:** The Deputy Head (Academic) is a member of the whole School SLT and the Upper School SLT, and reports to Principal Deputy Head (Curricular) on all matters relating to teaching and learning in the Upper School. The role also involves working closely with the Upper School SLT, academic Heads of Department in the Upper School, House Masters & House Mistresses, Head of Sixth Form and SLT of Lower School to ensure a smooth, appropriate academic progression for pupils between the Pre-Prep, Prep and Senior Schools, and the Sixth Form. In addition, an important part of this role is the focus on developing the contribution of the academic curriculum to the reinforcement of the *Leadership for a better world* attributes outlined in the School's vision statement.

**Start Date:** August 2021

**Reporting Line:** Principal Deputy Head (Curricular)

## Job Description

The specific aims and key responsibilities of this position are:

- **Responsibility for the strategic leadership of academic standards in the Upper School, including:**
  - Responsibility for the planning, monitoring and promotion of the academic life of the School
  - With the Principal Deputy Head (Curricular) developing and delivering a

stimulating, innovative and responsive curriculum which will further develop academic achievements in all pupils

- In liaison with the Assistant Head (Teaching and Learning), responsibility for monitoring the quality of teaching and learning in the Upper School, including oversight of academic quality assurance, making recommendations and adjustments as appropriate
  - With the Principal Deputy Head (Curricular) and the Assistant Head (Data, Tracking and Digital Strategy), monitoring the performance of Subject Teachers in the Upper School, including the academic element of the Professional Performance Review (PPR) process
  - Reporting to governors on the standards of teaching and learning in the Upper School
  - Devising and implementing strategies for the continual positive development of teaching and learning, including the provision of induction of new members of staff
  - Overseeing the GCSE and A-level examinations including the provision for access arrangements
  - Developing and monitoring the quality of curriculum provision in the Upper School from Y6 to Y13, making recommendations and adjustments where necessary.
  - Monitoring pupil progress and ensuring pupil intervention and organising parental meetings where appropriate
  - Coordinating the academic elements of the transition programmes for pupils from the Pre-Prep School to the Prep School (Y5 to Y6), the Prep School to the Senior School (Y8 to Y9) and the Senior School to the Sixth Form (Y11 to Y12)
  - Developing and leading CPD in the Upper School in relation to Teaching and Learning and Curriculum as required
- **In liaison with the Assistant Head (Data, Tracking and Digital Strategy) responsibility for the construction and operation of the annual timetable, including:**
    - Conducting discussions with HoDs about the decisions they make regarding timetabling
    - Coordinating the timetables of new pupils into the School by liaising with Heads of Department and Admissions on which classes they will be allocated and ensuring the Upper School Office have this information in a timely fashion
    - Overseeing the options process and communication to pupils, parents and staff
    - Producing and updating, as appropriate, the staffing matrix to ensure that all colleagues have the appropriate allocation of teaching, Harrow Horizons involvement, tutoring and any other duties
  - **Responsibility for line managing:**
    - The Assistant Head (Teaching and Learning)
    - Academic departments as requested by the Head

- The Examinations Officer, whose responsibilities include organising public and internal examinations, the management of public examination appeals, and the organisation of absence (planned and unplanned) cover
  - The Head of Sixth Form, whose responsibilities include coordinating university applications, leading the EPQ and overseeing the pastoral and academic wellbeing of sixth form pupils
  - The HoDs, including Departmental Development Plans, Exams Analysis documentation, yearly plan, bulletins and ensuring HoDs are fulfilling the requirements of the School's strategic plan with their departments
- **Leading curriculum development and academic policy making in the Upper School including:**
    - Keeping up-to-date with developments in teaching and learning in the Y6-Y13 age group outside the School, bringing them to the attention of Heads of Department, and advising the Head and Governors on developments
    - Coordinating and monitoring initiatives in the Upper School that provide effective academic opportunities to develop the leadership attributes in the School's vision statement, *Leadership for a better world*
- **Responsibility for the development of the Sixth Form in liaison with the Head of Sixth Form, including:**
    - Ensuring the smooth day-to-day running of the Sixth Form including the academic programme pastoral and Harrow Horizons Programme
    - Supporting the Head of Sixth Form to ensure the coordination and completion of university applications
    - Overseeing the Head of Sixth Form to lead the EPQ and overseeing the pupil wellbeing and academic progress of sixth form pupils
    - Overseeing the running of the Sixth Form Information Evening
    - Overseeing the Predicted Grades Process in Year 13
    - In liaison with the Deputy Head (Co-Curricular and Organisation), overseeing pupil admissions in the Sixth Form
- **In liaison with the Principal Deputy Head (Curricular), having responsibility for academic administration in the Upper School**
    - Producing the academic sections in the *Staff Handbook*
    - Managing the Upper School Resources budget
    - Maintaining an active web presence for academic matters on the School website, Parent App, and other marketing literature such as the Year Book
    - Updating the HoDs Handbook
- **As a member of the Senior Leadership Team, assuming a general responsibility for the effective leadership and development of the whole school strategic aim, including:**

- Line managing Academic departments
- Involvement in the recruitment of Teaching and Educational Support Staff
- **An effective contribution to the Harrow Horizons programme**
  - Participating in the School's Super-Curriculum and Co-Curricular programme in one or more activities
- **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 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
- **Other responsibilities:**
  - Implementing safeguarding procedures at the School
  - Undertaking duties as the Head of School or her delegated representative 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.*

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

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

# 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 commitment to the wellbeing and pastoral care of children
- Have a strategic 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
- 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
- Interests and abilities that can enhance the School's Super-Curriculum and Co-Curricular activities, known as the Harrow Horizons Programme
- Excellent organisational, administrative and IT skills

## **Experience:**

- The ability to be identified as an excellent classroom teacher and have experience of successful leadership within a school
- 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 issues surrounding young people and a proven track record of delivering on curriculum 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
- 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