



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 1300 and our pupils achieve some of the best results in Hong Kong at A-level and GCSE and 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: Gap Tutor

Job Purpose: Gap Tutors live in a Prep Boarding House and the most fundamental and rewarding role is that of providing support and encouragement to the pupils in their House. The specific term-time weekly programme for each Gap Tutor will vary according to his/her strengths, skills, and interests, and the needs of the School.

Tenure: August 2019 – June 2020

Reporting Line: Deputy Head (Pupil Wellbeing)

Gap Tutors play an important role at Harrow Hong Kong and the position is suitable for those considering a career in teaching or working in an educational setting. We welcome applications from post A level or post University candidates who have the qualities, skills and experience to contribute effectively to the life of an international school with a strong boarding ethos.

Job Description

Specific aims and key responsibilities of this position are:

- **Contributing to and enhancing the life of a Prep Boarding house, including:**
 - With the House Pastoral Team, assisting boarders during Prep and free time in the evenings and on Sundays
 - Participating in House functions and supporting inter-House competitions
 - Supervising at break and meal times
 - Participating in House social events at weekends
- **Timetabled lessons and Super-Curriculum activities in the Leadership in Action programme, including:**
 - Assisting teaching staff in the Lower and Upper School, in particular but not solely in areas such as the Physical Education, Art and Music departments

- Coaching and refereeing of Sport if appropriate and required
 - Assisting with activities such as community service and charity work
 - Participating in outdoor education expeditions within the Super-Curriculum programme, both in Hong Kong and the South East Asia region
- **Administrative functions in the School, including duties in locations such as:**
 - The School Office
 - The Admissions Department
 - The Learning Lounge and Library
 - The IT Suite
 - The Sports Hall and Swimming Pool.
Some Gap Tutors are likely to be required to assist as a lifeguard in the swimming pool
- **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

Qualifications:

- A good standard of general education
- A Lifeguard certificate is an advantage

Skills:

- Effective leadership and team working skills
- Good verbal communication skills
- Good IT skills
- Good sporting prowess or skills in non-sport Super-Curriculum activities
- Excellent time management
- Ability to work under pressure

Personal Qualities:

- Honesty and integrity
- Friendly, outgoing and confident
- Conscientious
- Self-motivated and enthusiastic
- Initiative and common sense
- Flexibility
- An ability to develop a culture of respect with pupils from a wide range of nationalities and age groups

Attitudes:

- Willingness to take on responsibility with supervision
- Willingness to integrate into the life of Harrow international School and a boarding house in particular
- Willingness to learn and embrace the local culture

It is expected that a Gap Tutor will:

- Be an excellent ambassador for Harrow Hong Kong
- Follow the professional rules and guidelines for teachers as outlined in the Staff Handbook
- Be punctual and smartly dressed for all duties
- Maintain professional relationships with pupils as teachers
- Follow the laws of the land in Hong Kong
- Follow the rules of the boarding House with regards to visitors
- Keep his/her room tidy to enable effective cleaning
- Be in close contact with the Deputy Head (Pupil Wellbeing) about his/her whereabouts at all times for reasons of personal safety

Additional Information

Benefits

The School undertakes to provide:

- All necessary documentation, including training visas.
- Transport to and from Hong Kong International Airport on arrival and departure, although Gap Tutors are required to fund their own travel to Hong Kong at the beginning of the contract and home again at the end of it.
- An allowance of HKD10,000 per month.
- Access to the health insurance cover adopted by the School.
- Meals are provided in the dining hall during the school day. Breakfast, Lunch and Dinner from Sunday evening until Friday lunch time.
- Furnished accommodation in a Prep House in an en-suite room (including bed, desk, wardrobe and chair) with access to a basic pantry and laundry facilities. House staff will clean rooms and bedding and linen will be provided.
- Harrow Hong Kong sports kit as the uniform for Super-Curriculum activities.
- Access to the School's computer facilities. If required, an Apple Lap-Top will be available for Gap Tutors to loan for the duration of their contract.

Structure of the Day and Week

Although it may be subject to change as further operational planning for the School takes place, the present structure of the week for the Upper School at Harrow Hong Kong is:

06.45	Wake up
07.15	Breakfast
08.00	Call-over for all pupils in Houses
08.15-09.10	Period 1
09.15-10.10	Period 2
10.10-10.35	Break
10.35-11.30	Period 3
11.35-12.30	Period 4
12.30-13.30	Lunch / Call-over for all pupils in Houses
13.35-14.30	Period 6
14.35-15.30	Period 7
15.35-16.30	Period 8
16.30-18.00	Boarders' Co-Curricular Programme and Personal time
18.00-18.30	Dinner
18.00-21.30	Call-over for boarders followed by prep (homework) and bedtime routine in Houses

Wednesday Evening School on selected dates each term

- Day pupils remain at school with boarders after the end of lesson 7 until 19.00.

Timetables

The time off for all Gap Tutors runs from approximately 6.30pm on Friday until approximately 6.30pm on Sunday.

Individual timetables are constructed for each Gap Tutor, which indicate the member of staff to whom they should report for each major session of the timetable. However, there are common expectations within the weekly structure:

- On specified mornings, Gap Tutors are expected to help with ensuring that boarders are out of bed and go to breakfast.
- On specified evenings each week and under the direction of House Masters or House Mistresses, Gap Tutors help in managing supper, prep and bedtimes.

Dress Code

Gap Tutors are expected to adhere to the same protocols for dress as teachers, but although their dress should be appropriate for the work done in the School.

- Gap Tutors are expected to be smartly dressed at all times.
- Business attire is the norm during the School day when working in lessons or in administrative departments.
- Gap Tutors may wear the official Harrow Hong Kong sports kit when engaged in sporting activities (this is provided free of charge).
- In Houses, smart casual wear should be worn.
- Hair should always be kept tidy and any form of extreme style, cut, colour or length is not appropriate.

Line Management

The Deputy Head (Pupil Wellbeing), undertakes the overall responsibility for the management of Gap Tutors, including:

- The specific timetable for each Gap Tutor, in conjunction with the Assistant Head (Co-Curricular and Organisation).
- A mentor scheme to provide regular support.
- An on-going training programme to enable Gap Tutors to fulfil their duties effectively.
- An appraisal system to evaluate performance.
- All administration, including relevant documentation, accommodation, arrival and departure details.

Training

The Deputy Head (Pupil Wellbeing) will coordinate training both in the induction period before the start of the Autumn Term and on an on-going basis on matters such as boarding House policies, the conduct of expeditions and Super-Curriculum activities, classroom support, and professional standards.