



HARROW
INTERNATIONAL SCHOOL
哈罗国际学校
SHANGHAI 上海

Harrow International School, Shanghai
Academic Department
Job Descriptions

Position Assessment and Data Lead
Direct Line Manager Head of Lower School

This is an important middle leaders' role in the Lower School at Harrow Shanghai. Supporting the Head of Lower School and the Deputy Head of Lower School, the Assessment and Data Lead oversees both the development and use of data in the Lower School, including managing NTS, No More Marking, student surveys, pastoral data and all training related to the use of data by teachers and other academic staff.

It is also a classroom teacher role, though there will be reasonable additional non-contact time allocated.

As an employee of Harrow International School, Shanghai, the Head Master expects the highest possible standards within the profession. The following is a list of typical attributes that the School can reasonably expect any primary teacher to exhibit and develop.

Expectations for All Primary Teachers

1. Qualifications appropriate to the role.
2. Experience of exemplary classroom practice as a primary teacher.
3. Familiarity with the English National Curriculum.
4. A good sense of humour.
5. A strong commitment to extra-curricular activities.
6. Excellent interpersonal skills.
7. Strong administrative, organisational, and IT skills.
8. The ability to role-model our Leadership for a Better World.
9. A willingness to engage in school life beyond the regular teaching day.

Educational Excellence for Life and Leadership

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Personal and Professional Conduct

All primary teachers are expected to treat pupils with dignity, building relationships rooted in mutual respect while observing proper boundaries appropriate to a teacher's professional position. A Harrow teacher should always be tolerant of others in the community and support the international nature of the School within our host culture. Personal beliefs must never be expressed in a manner that could exploit pupil vulnerability or lead them to break the law. All primary teachers should have due regard for the ethos, policies, and practices of Harrow, maintaining high standards in terms of attendance, punctuality, and dress.

Duties and Responsibilities

1. Responsibility for Delivering the Curriculum

Any primary teacher may reasonably be expected to:

- Lead one core or foundation subject.
- Establish and review schemes of work in liaison with the Deputy Head of Primary, middle leaders, and year group peers.
- Contribute to the planning, preparation, and review of an engaging curriculum.
- Establish effective methods of formative and summative assessment of pupils' work.
- Stay updated with subject developments externally and bring them to the attention of colleagues.
- Foster a spirit of inquiry and challenge within the classroom by example.
- Manage curriculum delivery and associated resources in a way that challenges and interests pupils, appropriate to their needs and skill levels.
- Take responsibility for curriculum delivery in alignment with school and departmental policies and procedures.
- Differentiate tasks/activities and experiences according to pupils' individual needs.
- Liaise with staff who provide additional support for pupils with specific learning needs.

2. Assessment, Recording, and Reporting

Any primary teacher may reasonably be expected to:

- Maintain an ongoing formative assessment programme related to the curriculum and associated learning objectives.
- Prepare pupils for and administer any necessary school-based summative assessment programmes.
- Ensure consistency with internal and relevant external marking schedules and moderation procedures.
- Provide pupils with appropriate and regular feedback on their progress.
- Maintain accurate, comprehensive records of summative assessment results.



- Compile clearly written reports on pupil performance for internal and external use as required.
- Participate in parent-teacher meetings to discuss pupil progress and targets.

3. Pastoral Care

Any primary teacher may reasonably be expected to:

- Monitor and oversee the emotional well-being of pupils.
- Develop and monitor strategies designed to support the well-being of pupils.
- Communicate and consult with parents on issues concerning pastoral care.
- Liaise with the relevant leader before responding to parents about sensitive areas.
- Foster enthusiasm and loyalty within the whole school House system, where appropriate.
- Uphold high standards of behaviour and dress among pupils in the classroom and all school locations and activities, in accordance with school policy.
- Follow Harrow International School Shanghai policies regarding safeguarding and the health and safety of pupils both on and off the school premises.
- Take a pastoral interest in pupils' activities beyond the academic curriculum.
- Supervise pupils during non-curriculum time as determined by the duty rota (e.g., before school, break, lunch, or after school).
- Participate in meetings for any of the purposes above.
- Employ school-agreed strategies for sanctions and rewards.
- Attend weekly primary assemblies.

4. Beyond the Curriculum

- Contribute to the wider curriculum by supporting the Leadership and Service programme.
- Assist with the supervision of pupils and management of off-site events such as trips and residentials, as reasonably directed.
- Support the school's presence at official functions and promotional events whenever possible.

5. Professional Development

Any primary teacher may reasonably be expected to:

- Actively seek opportunities for professional development, including subject-specific knowledge, teaching and learning theory, and career-related goals.
- Participate in the annual appraisal cycle.
- Engage in school-wide INSET initiatives, particularly the annual Whole School Development Focus.
- Seek INSET opportunities that may arise from the appraisal process, including pathways to higher qualifications.
- Consult line managers regarding professional development and career paths.
- Be willing to share expertise in INSET programmes.



Specific Duties

The primary teacher will be mainly employed in the subject delivery of Primary Class as reasonably directed. The teacher will also be expected to carry out more specific duties within his/her immediate department as reasonably directed by the Head of Lower School. Such expectations should be clearly communicated by the line manager.

Line Manager

Your immediate line manager for the delegation of other duties is the Head of Lower School or Deputy Head of Lower School.

This job description should be viewed as enabling rather than restrictive and will be subject to regular review.

Harrow Shanghai 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.