



Harrow International Schools Limited

JOB TITLE	Member of HISL Oversight Team for HISL Harrow branded schools
REPORTS TO	Chief Education Officer
WORKING HOURS	This role is expected to required c. 10-30 days of work including travel time in 2025/26 subject to oversight needs. Days and remuneration will be subject to review.
ISSUE/REVISION DATE	March 2025

BACKGROUND

In 1572, John Lyon set up a charity to develop a school in Harrow-on-the-Hill. Today, as part of John Lyon's Foundation, that charity owns and operates two independent schools:

- Harrow School – now a full-boarding senior school for boys; and
- John Lyon School - a co-educational, day, through school that was opened in the late 19th century to preserve John Lyon's original aim of educating local pupils, as Harrow's pupils had started increasingly to come from further afield.

The charity is committed to public benefit and has a number of charitable aims, including widening access to its two schools by increasing bursary funding. As legislation prevents the charity from engaging in commercial activities itself, however, it generates income for its charitable purposes through its three trading subsidiaries.

One of these trading subsidiaries is Harrow International Schools Limited or HISL - the entity that licenses the Name and Badge of Harrow School to other independently and privately owned schools around the world in return for a fee. Reporting to its Board and the Harrow and John Lyon Governors, HISL also has oversight of the performance of these Harrow-branded schools and their compliance with their licence agreements.

Critically, HISL supports the Harrow-branded schools in their drive to excellence, including the management of their relationship with Harrow School in the UK.

Last year, HISL generated an income for the charity of over £6.5m – in purely bursary terms, at today's fees, this is equivalent to five full years of schooling for around 20 Harrovians.

The Harrow Family of Schools

The Harrow Family of Schools, therefore, currently includes Harrow School, John Lyon School and 12 other Harrow-branded schools in 11 cities across Thailand, China, Hong Kong, Japan and India. In total, the Harrow Family of Schools educates over 10,000 pupils – over 8,100 of which are outside the UK – and employs over 2,800 members of staff.

All schools in the Harrow Family produce young people who can think independently and who have a strong moral compass, underpinned by the Harrow Values of Honour, Courage, Humility and Fellowship. We expect many of their students to become the world's future leaders – and it is our belief that their experiences of a Harrow education will make them better ones.

HISL's Partners

Neither Harrow School, nor John Lyon School, nor HISL puts any money into setting up the Harrow-branded schools outside the UK. Instead, the educational, administrative, financial, and other operational responsibilities of the Harrow-branded schools rest with their individual owners and operators – these are HISL partners.

HISL's founding partner is a Hong-Kong-based company called Asia International School Limited – better known as AISL. AISL opened the first Harrow International School, Harrow International School Bangkok, in 1998 and has since accrued more than 25 years' experience of operating Harrow-branded schools internationally.

Today, AISL owns and operates 11 Harrow-branded schools comprising AISL Harrow International Schools, AISL Harrow LiDe Schools, hybrid Schools and the Harrow Hong Kong Children School Shenzhen Qianhai.; the AISL Harrow Little Lions - early years centres which are integrated into the school types above.

Further AISL Harrow Schools are due to open:

- Harrow Little Lions Kai Tak – an Early Years centre in Hong Kong, which is due to open in September 2025.
- Harrow International School Guangzhou – due to open in August 2026

These are known collectively as the AISL Harrow Schools.

Amity Education Group – or simply, Amity – opened its first Harrow branded school in 2023, Harrow International School Bengaluru. Headquartered in Delhi, Amity is India’s leading international education group, and the owner and operator of Harrow International School Bengaluru. HISA has granted Amity licenses to open four more Amity Harrow International Schools in the future – three more in India and one in Long Island, New York. Harrow International School New York is due to open in Autumn 2025.

HISA’s newest partner, through an agreement signed in June 2024 to set up Harrow International Schools in the Gulf Cooperation Council countries, is Taaleem Holdings PJSC (Taaleem), known as Taaleem. It is one of the largest K-12 education providers in the United Arab Emirates and the first Taaleem Harrow Schools are planned to open, subject to regulatory approval, in Dubai and Abu Dhabi in September 2026.

Types of Harrow-branded schools

All HISA’s partners essentially own and operate **Harrow International Schools**, which are co-educational day and boarding schools for students aged 18 months to 18 years providing a UK curriculum leading to IGCSE and A Levels. Some schools offer the International Baccalaureate (IB) curriculum. Today, there are Harrow International Schools in Appi, Bangkok, Beijing (hybrid – see below), Bengaluru, Haikou (hybrid), Hong Kong, Shanghai and Shenzhen. AISL currently own and operate all the Harrow International Schools, with the exception of Harrow Bengaluru, which is owned and operated by Amity.

As AISL has expanded its operations in mainland China, it has developed some other types of schools to suit the market there:

- **AISL Harrow LiDe Schools** are English/Chinese-bilingual day and boarding schools in China, for PRC national students aged 18 months to 18 years. They teach the English National Curriculum to age five, the Chinese National Compulsory Education curriculum in a mix of Chinese and English from age six to 14, and then the IGCSE and A-Level curriculum from age 15 to 18. This blended model was established to accommodate the aspirations of some Chinese parents for their children to receive an education with an international component, whilst also complying with regulations for the education of Chinese nationals in China. There are Harrow Li De Schools - in Chongqing, Haikou, Nanning and Zhuhai-Hengqin.
- **Hybrid schools have both international and English/Chinese bilingual features.** There are hybrid schools in Beijing and Haikou.
- **AISL Harrow Little Lions** are English/Chinese bilingual early years centres or kindergartens for students aged two to six years. They teach their own AISL Early Years curriculum which typically operate alongside, or as part of, the above school types.
- **The Harrow Hong Kong Children School Shenzhen Qianhai** is an English/Cantonese/Putonghua-trilingual day and boarding school for pupils aged two to 18 years who are the children of Hong Kong, Macao or Taiwan residents, expatriates or Chinese parents living overseas or working in the Qianhai Cooperation Zone. It offers a Hong Kong curriculum leading to the Hong Kong Diploma of Secondary Education Examination (HKDSE), with the option of the International Baccalaureate (IB) Diploma programme in the senior years.

HISA Oversight

All Harrow-branded schools are required to reflect Harrow School’s educational purpose, practice, strategy and philosophy – including the Harrow Values - in a way that is tailored to the needs of their local pupils. The Harrow brand is, therefore, essentially a kitemark of quality in the international schools’ market.

HISA oversees this through its oversight teams, which conduct regular reviews of each school, against carefully articulated Harrow Standards.

The Harrow Standards perform a number of functions:

- They outline HISA’s expectations and requirements of all Harrow-branded schools in their localised delivery of the core elements of a Harrow education.
- They provide a consistent framework for evaluating and reporting on schools’ performance.
- They help to differentiate Harrow-branded schools from their competitors.
- And finally, they support the schools in external third-party inspection and accreditation.

The programme of Harrow Educational Oversight Visits – or HEOVs – is linked closely to a school’s level of maturity. Typically, HEOVs take place for each school at least twice a year, both physically on-the-ground and online. Mature schools receive less frequent, but longer and more in depth HEOVs, with newer schools receiving more regular oversight. They are conducted in close collaboration with the schools’ owners and operators, in support of their own quality-assurance processes. Two HISL representatives also sit on the Governing Boards of each school.

School Performance

The longer-established Harrow International Schools are academically high achieving, with IGCSE and A-Level outcomes for Harrow International School Hong Kong and Harrow International School Shanghai on a level with the top 30 highest performing schools in the UK. In 2024 Harrow International School Hong Kong continued to be in the top ten of all co-educational schools across the world for GCSE outcomes: this includes 55% of all GCSE outcomes being at the highest level of a 9 and 91% of all outcomes equivalent to A*-A. University destinations for students from mature Harrow International Schools include Oxbridge and the Ivy League, including Harvard, Yale, and Cornell, with more than half of leavers accessing the world’s top 100 universities.

Harrow Bangkok was judged Outstanding in all areas in March 2023 in its British Schools Overseas or BSO inspection, and Harrow Shanghai underwent a BSO inspection last year. Harrow Hong Kong was highly commended by the Council of International Schools last year and, with Harrow Beijing, will undergo a BSO inspection in Spring 2025.

Younger Harrow-branded schools are at varying stages in their development, with students only in certain year groups as the schools fill, usually from the bottom up. AISL Harrow Shenzhen Qianhai and AISL Harrow Haikou received their first set of GCSE outcomes in August 2023, achieving around 50% A*-A grades, reflecting a full grade of value added across the cohort. In 2024, four AISL Harrow Schools had their first-year cohort of students undertaking GCSE examinations including Harrow Zhuhai-Hengqin, which achieved 79 A*-A in English while Harrow Chongqing achieved 67% A*-A.

Collaboration and Support

The relatively recent rapid expansion of the Harrow Family of Schools has led to changes in Harrow School’s role and its relationship with the Harrow-branded schools.

In short, the relationship is getting stronger and more meaningful all the time, with increasing educational and professional benefits for all involved.

The collaboration and support that Harrow offers the Harrow-branded schools is facilitated and managed by HISL, and it is informed and shaped by the findings of HISL’s oversight teams, and the common themes that surface from their oversight visits.

These themes are worked into an annual collaboration and support calendar, which is co-created with our partners and includes activities such as:

- Input into the staff CPD programmes of our partners and their schools - for example, this year, the focus is on excellence in boarding provision.
- Visits from senior leaders from HISL and/or Harrow School.
- Student and staff exchanges (the first of which are taking place in the 2024/25 academic year),
- In-person student gatherings on the Hill,
- Pan-Family student projects, including at the moment a STEAM magazine and creative writing anthology,
- the provision of marketing and communications content, such as materials about Harrow’s history, culture and tradition, as well as video and imagery,
- Joint celebrations – most recently around the 450th anniversary of Harrow School’s foundation.
- Support for our partners’ teacher and senior-leader recruitment and induction.

To maximise impact, all activities on the collaboration and support calendar must either improve the quality of education among the Harrow Family of Schools and/or help to grow the student rolls of the Harrow-branded schools by demonstrating the authenticity of their relationship with Harrow.

The Organisational Structure of HISL

HISL has a board of directors (the HISL Board), which consists largely of Harrow School Governors. Apart from certain key decisions reserved for Governors (e.g. approval of the annual budgets, strategy, new franchise partners and new Harrow-branded schools), the HISL Board has wide-ranging objects and powers. The HISL Board reports to the Governors at the termly Governors’ meetings.

Much of HISL’s day-to-day operation is delegated to the Senior Executive team. This team, which has clearly defined delegated authority, comprises the Chairman, the Clerk and General Counsel, and three other Executive Directors (one of whom is the Chief Education Officer). The CFCO of John Lyon’s Foundation, the Head of Harrow School

Brands, and other advisers attend meetings as required. It is the first point of contact within HISL for dealing with matters which from time to time require early intervention before the board's consideration, including:

- a) New school proposals from current and new potential partners.
- b) Strategic matters.
- c) Brand matters, including protection.
- d) PR issues.
- e) Legal matters, including brand protection.

HISL's executive also includes separate Oversight Teams for the AISL Harrow Schools and the Amity Harrow Schools, which undertake an agreed mix of physical and virtual 'visits' with each school each year and report to their findings to the HISL Board. A further HISL Oversight Team for the Taaleem Harrow Schools will be formed.

The HISL Partner Administrator provides support for the oversight teams in managing the HEOV process and acts as the 'gatekeeper' between Harrow School and HISL's partners in coordinating the collaboration and support programme.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the oversight teams and the post holders develop. The organisation expects that post holders will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager or other senior officers of the Company.

Successful applicants will be allocated to a particular HISL Oversight Team (either for AISL, Amity or Taaleem Harrow Schools), dependent upon HISL's needs.

Reporting to the Chief Education Officer, the role includes:

1. Undertaking a combination of physical and remote oversight of designated Harrow Schools as part of the annual programme of HISL Educational Oversight Visits (HEOVs).
 - a) The annual programme will be formulated by the Chief Education Officer and may include a blend of one or more physical visits and potentially some remote oversight; given the time difference, the latter may necessitate virtual meetings early in the morning UK time.
 - b) For the designated school or schools, oversight will focus on educational oversight of aspects of their Senior, Prep and Lower School phases and some oversight of their operations (for example, health and safety, communications, HR, and admissions), against a framework of Harrow Standards. The work will include pre-reading school self-assessments, termly reports and a range of data and 'dashboard' material from the schools; helping to define the areas of focus for each cycle of oversight; and being part of the team conducting physical visits or remote communication with key members of staff. All team members contribute towards maintaining HISL's rigorous safeguarding expectations in their oversight and reporting.
 - c) Writing contributions to the HEOV reports about the designated school/s with reports edited and moderated by a Lead Report Writer and the Chief Education Officer. Elements of the HEOV report may be included in the Chairman's termly report to the HISL Board of Directors.
2. Supporting the Chief Education Officer from time to time with managing HISL responses to ongoing developments in the designated schools.
3. In time, the post holder may be asked to become a member of the governing bodies of designated Harrow Schools as one of two HISL Representatives as required by the Chief Education Officer.
4. Attending training and moderation activities, three to four 2-hour sessions a year as required by the Chief Education Officer.
5. Attending regular HEOV Team meetings, typically before and after each oversight cycle.

As this role develops it is expected that the duties and responsibilities will require regular review and updating.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

PROVISION OF EQUIPMENT AND INSURANCE

Laptop

HISL will arrange for the Harrow School IT team to provide you with a dedicated laptop. You are expected to use the equipment provided for all your HISL work and associated communication in accordance with the Harrow School ICT User Acceptance Policy.

You must always maintain your laptop in good order and report any damage, loss or theft of the equipment immediately to the Harrow School IT team. You can do so by emailing ITAssist@harrow.school.org.uk or by calling the IT helpdesk on 0208 872 8530 (07436166261 in the event of an emergency).

You must never share your password with anyone else or allow anyone else to use your HISL provided equipment.

Mobile Phone

You will be expected to provide and use your own mobile phone for work purposes and may claim back the cost for using your phone during your worked days each month. Should you incur roaming charges during your trips abroad, these will also be covered by HISL and may be reclaimed as expenses. In using your own device, you must ensure that it is password protected and locked when not in use to avoid any accidental loss of sensitive data and/or GDPR breach.

Insurance Arrangements

HISL employees are currently covered by the Corporation insurance arrangements administered by Harrow School, when travelling for work abroad.

You are required to comply with the rules and requirements of the Company's travel insurance, in particular in the event that you need to initiate a claim. Details will be provided to you each year by the Harrow School Operations Team.

VALUES AND BEHAVIOURS

All HISL staff are expected to conduct themselves in line with the values of Harrow School which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of the School's values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing we are more effective and resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.

PERSON SPECIFICATION

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- Deep knowledge and understanding of premium education in the UK.
- A willingness to undertake training relevant to the role, as requested by the Company.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Experience of dealing with people from other nationalities and cultures.
- Strong relationship building skills at board level and with middle and senior managers in schools.
- An understanding of UK Safeguarding and Child Protection sufficient to support the work involved in this role.

DESIRABLE

- Experience and understanding of best practice boarding.
- Knowledge of international schools and an appreciation of how they can be expected to differ from the standard UK model.
- Experience as a schools' inspector and with responsibility for safeguarding in a school setting. Skills, Abilities and Attributes.

ESSENTIAL

- Sufficient diary flexibility to allow for intermittent long-haul, international travel to visit schools in HISL's partner portfolio including Middle East and/or South East Asia and early morning calls to provide remote oversight of them as required.
- Preparedness to acquire an in-depth knowledge of Harrow and build an understanding of how Harrow traditions, practices and values might be integrated effectively in an age-, gender- and culture-appropriate manner in international school settings.
- Comfortable using a range of IT and other media including but not limited to Microsoft Office 365, Microsoft Teams and/or a willingness to seek training where required.
- An understanding of and a willingness to comply with the Data Protection Act and GDPR legislation.

OTHER REQUIREMENTS

ESSENTIAL

- A willingness to abide by the Harrow Corporation policies and procedures, including but not limited to:
 - Health and Safety.
 - Safeguarding and Child Protection.
 - Code of Conduct.
 - Equal Opportunities and Dignity at Work.
 - Privacy Notice.
 - IT User Acceptance Policy.
 - Gifts and Hospitality.
 - Anti-bribery policy;
 - Expenses.
- A willingness to abide by the rules and regulation in place within any overseas setting you visit on behalf of HISL.
- A willingness to abide by the rules and requirements of the Company's travel insurance, in particular in the event that you need to initiate a claim.
- While members of the oversight team will undergo regular enhanced DBS checks, a clear understanding that in your capacity as a representative of HISL you are not cleared to undertake any form of regulated activity* and as such should not seek to engage with any pupils or children in any unsupervised capacity unless accompanied by a member of staff from the educational setting in which you are operating. Compliance with this requirement may need you to expressly state this from time to time in order to avoid any assumptions about your clearance status.

***Regulated Activity – Definition**

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Regulated activity includes: a) teaching, training, instructing, caring for or supervising, meeting with or having access to children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children, b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.