



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 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:	Head of Upper School Sport
Job Purpose:	With the Executive Director of Sport, lead and develop Sport and PE in the Upper School at Harrow Hong Kong
Start Date:	August 2021
Reporting line:	Executive Director of Sport

Job Description

Specific aims and key responsibilities are:

- **In liaison with the Executive Director of Sport, responsibility for academic standards of PE in the Upper School, including:**
 - Monitoring teaching and learning in Prep and Senior School lessons, including formal and informal lesson observation, student surveys and evaluation of teaching and learning
 - In liaison with the Executive Director of Sport, devising, implementing and monitoring an effective assessment system for PE Lessons and Games across Y6-Y13
 - Monitoring the progress of students in the Prep and Senior School, and devising opportunities to stretch and challenge the more able through PE lessons
 - Developing and implementing practices that reflect the School's commitment to high achievement through effective teaching and learning
- **In liaison with the Executive Director of Sport, responsibility for the development and management of the Upper School PE curriculum and academic policy including:**
 - Creating Schemes of Work that are linked to assessment foci and the School's leadership attributes, and are balanced with the Games programme that operates within the SCA timetable for the Upper School
 - Annually updating the PE Curriculum Map

- Managing facilities for curricular PE
 - Supporting the Executive Director of Sport in ensuring the Department achieves long-term plans related to the Prep and Senior School as outlined in the Department Development Plan each year.
 - Creating and maintaining cross-curricular links with other subjects.
- **Responsibility for the development and management of extra-curricular PE in the Upper School, including:**
 - Planning, staffing and overseeing the SCA and Co-Curricular programmes in the Upper School
 - Leading the Interhouse Sporting competitions across the upper school, including the running of Sports Days for Prep and Senior year groups
 - Working with the Executive Director of Sport to support, guide and develop the Heads of Sport.
 - Leading the PE Department's contribution to the Prep School and Senior School Celebration of Learning Days
 - Contributing to curriculum evenings and initiating extra-curricular activities involving the subject
- **Responsibility for the administration of the PE Department, including:**
 - 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 Sport, including match results and other relevant achievements/information via the School app and website and for assemblies
 - Keeping a comprehensive departmental handbook up-to-date
 - Liaising with Tusnami and other suppliers regarding staff and pupil team kit
- **Leading and managing all PE staff under the guidance of the Executive Director of Sport with specific responsibility for:**
 - Leading by example, demonstrating teaching the curriculum to a high standard
 - Supporting the Executive Director of Sport in providing professional development opportunities for the department
 - Providing an effective induction programme for new members of the Department.
 - Establishing and maintaining a positive working relationship between the PE Department and Subject Teachers in other academic departments
 - 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
 - In liaison with the Executive Director of Sport, preparing timetable allocations and working with the Principal Deputy Head (Curricular) and Academic Organisation Coordinator to manage cover teaching when members of staff are absent
 - In liaison with the Executive Director of Sport, establishing and maintaining a positive working relationship with the Head of Lower School Sport. Working to ensure the PE curriculum and Co-Curricular sport in the Lower School enables an effective and smooth pathway into the Upper School sporting programme
- **In liaison with the Executive Director of Sport, 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 Sport and PE activities are up to date and regularly reviewed

- Ensuring all new teachers/ coaches taking Sport have appropriate induction, especially with regard to Health & Safety child protection and the requirements and the procedures for injuries in particular in contact Sports
- In liaison with the sports administrator, ensure 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
- Planning, developing and submitting proposals regarding the design of current and new spaces to support the growth of PE
- **An effective contribution to pastoral care in the School, including:**
 - Being a non-resident Visiting Tutor to a group of boys or girls (day pupils and boarders) in one of the Prep School or Senior School boarding or day Houses as designated by the Deputy Head (Pupil Wellbeing)
 - If a Tutor in a boarding House, undertaking supervision duties in that boarding House during one evening per week
 - Implementing safeguarding procedures at the School
- **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:**
 - 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:

- Personal expertise in and a strong commitment to Sport
- 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 successful 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 relationships 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

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