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 going 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:	**Girls Prep House Parent**
Job Purpose:	To oversee all aspects of the academic and personal life of each girl in a boarding House in the Prep School (Y6-Y8) and be the focal point for communication with teachers and parents.
Start Date:	August 2021
Reporting Line:	Deputy Head (Pastoral and Wellbeing)

Job Description

Specific aims and key responsibilities of this position are:

- **Responsibility for managing the pastoral care of the boarders and day girls in the House, including:**
  - Developing a boarding environment in which each girl is able to develop her talents and interests to the full, and can exhibit and develop leadership qualities while contributing positively to the House and School community
  - Setting high expectations of academic work among the girls in the House, overseeing their academic progress and supporting classroom teachers in encouraging high levels of effort and attainment
  - With Tutors, helping to provide girls with effective guidance when they make important academic decisions
  - Being generous with their time and responsive to the needs of the pupils in their House
  - Ensuring that girls new to the School are inducted and supported appropriately; and
  - Communicating effectively with parents on all matters relating to their daughters, both on an individual and collective basis
  - Implementing the School's behaviour policy effectively within the House and creating an environment where Pupils are encouraged to live out the School's values
  - Ensuring that the School's safeguarding policies on child protection, and health and safety are implemented effectively in the House
  - Overseeing the health and welfare of girls through effective liaison with Health Centre staff

- Liaising with the Pastoral Support Committee and the Senior Leadership Team over matters of significant concern about individual girls or groups of girls

- **Responsibility for managing a House pastoral team of Tutors, including:**
  - Ensuring there is appropriate adult cover and supervision in the House at all times
  - Deploying the members of the House pastoral team to be Tutors of specified groups of girls
  - Holding regular Tutor team meetings to monitor the progress of the girls and general pastoral care or welfare issues in the House
  - Working effectively with Tutors, especially the Resident House Tutor, to manage any pastoral issues involving individual girls or groups of girls; and
  - Ensuring the Tutor team effectively delivers the required elements of the Facing Challenges programme

- **Responsibility for the day-to-day administration and running of the House, including:**
  - Overseeing the maintenance and upgrading of the fabric, furniture and facilities of the House, and liaising effectively with the appropriate external providers
  - Managing, when required on a duty rota, the activities programme for boarders
  - Ensuring that senior girls are aware of their duties and responsibilities, and effectively discharge them; and
  - Managing the House budget effectively

- **Helping with the marketing and admissions process of the School, including:**
  - Meeting prospective parents, and conducting tours of the House and/or School; and
  - Being part of interview panels for applicants for places in the School when appropriate

- **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:**
  - Teaching at least one subject specialism
  - 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:

- Good Honours degree
- A postgraduate teaching qualification, including QTS
- Evidence of further relevant professional development

Skills:

- A genuine interest in and a strong commitment to high standards of teaching and learning
- A commitment to the wellbeing and pastoral care of children
- 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
- Interests and abilities that can enhance the School's Super-Curriculum programme;
- Excellent organisational, administrative and IT skills

Experience:

- Experience of involvement in a House in a boarding school or a role of pastoral responsibility in a day school, and alignment with the School's emphasis on pastoral care and boarding;
- Proven experience as a successful classroom teacher
- 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
- Evidence of successful, inspiring and innovative teaching across in a senior school
- Experience of collaborating with colleagues

Knowledge:

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

Personal Qualities:

- 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
- 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