



I. Job Information

Job Title:	Topic and Digital Literacy Lead (Pre-Prep)
Department:	Lower School
Line Manager's Job Title:	Director of Studies

II. Job Specification

Job Purpose:	
<p>To work with the Director of Studies (DoS) in promoting, evaluating, coordinating and developing the aims and standards of Harrow Beijing within their Department and cross-departments when required. To be responsible for ensuring that students are supported in their learning journey, setting the highest aspirations for student achievement in the subjects of Computing and Topic, and maintaining outstanding academic standards throughout. To be accountable for leading the development of the curriculum and improving Learning and Teaching, and to contribute to the CPD of the teachers.</p> <p>To inspire colleagues to fully engage with their respective roles in line with the Code of Conduct, values and ethos of Harrow Beijing and the Lower School Vision.</p>	
Team Responsibilities:	
<p>Leads are expected to work collegiately in order to share good practice, ideas, and resources. They will meet regularly as part of a team, and as individuals, with the DoS.</p>	
Key Tasks and Responsibilities	
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
Leadership	<ul style="list-style-type: none"> • Be an excellent role model, setting high personal expectations of subject teaching, professionalism, professional development, and administration. • Have clear goals and targets that are consistent with and reflect the Harrow Beijing mission statement. • Lead the development of the Topic and Computing curriculum taking into consideration any Chinese curriculum expectations. • Identify priorities for improvement and implement plans to achieve this in conjunction with relevant senior leaders. • Attend meetings and regularly meet with teaching staff across the LS to review curriculum matters specific to the subjects and school. • To liaise with the Head of ICT Services with subscriptions and to provide technical solutions to challenges that may arise. • Lead support for colleagues who require educational technology guidance.

Curriculum	<ul style="list-style-type: none"> • Monitor progress of year groups to check schemes of work and curriculum planning are interesting, relevant, challenging and completed on time. • Manage department resources including all schemes of work, classroom resources, curriculum documents and administration. Ensure teachers have the resources to allow them to support students’ learning successfully. • In consultation with LS SLT, select the assessment tools that are deemed to be most appropriate. • Provide classroom teachers with the information they need, including an outline of the whole year so they can effectively plan, resource and teach lessons. • Stay up to date with pedagogical and curricular developments and offer recommendations and professional development to class teachers as appropriate. • Seek opportunities to develop cross-curricular approaches embedding Digital Literacy across a range of subject. • Seek to maximise opportunities to create continuity between curriculum delivery inside and outside the school e.g. fieldtrips, visiting speakers. • To incorporate the key topics of Global Citizenship into the curriculum.
Assessment	<ul style="list-style-type: none"> • Establish and monitor moderation procedures to support classroom teachers to assess effectively in computing and topic. • Establish clear expectations with regard to information used in reports to parents and the content reported on.
Resources & Budget	<ul style="list-style-type: none"> • Carry out an annual stock take of equipment, liaising with relevant administrative staff regarding improvements, replacements and purchases. • Be responsible for planning how the budget is spent. • Be responsible for safety in lessons, training teachers and support staff where necessary. • Maintain and develop the resources.
Personnel	<ul style="list-style-type: none"> • Nurture a culture of team collaboration, with class teachers supporting effective learning and teaching collaboratively. • Meet with classroom teachers regularly to consult, support and enforce curriculum developments. • Support the induction process of new teachers

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Subject promotion	<ul style="list-style-type: none"> • Raise the profile of the subjects. • Contribute to departmental activities and events. • Provide information for newsletters, parents’ evenings, reports, parent presentations and any other curriculum information requested by the DoS. • Seek creative ways to promote the activities of the department and the benefits and applications of the subject beyond schooling (e.g. on the website, Seesaw).
Safeguarding and pupil well being	<ul style="list-style-type: none"> • To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.
<p>Key Relationships:</p> <p><u>Internal</u></p> <ul style="list-style-type: none"> • Director of Studies, Lower School Senior Leadership Team, Head of English, Class Teachers & Head of ICT Services <p><u>External</u></p> <ul style="list-style-type: none"> • Parents and other educational providers as required. 	
<p>Other important features:</p> <ul style="list-style-type: none"> • Work closely with the School’s leadership team to ensure effective implementation of the School’s strategic plan and to take a central role in that process. • To liaise with relevant Upper School Subject leads to ensure continuity in curriculum across phases of the School. • Attendance at extra-curricular events, parent information evenings, community events etc. • Represent the school at official functions as and when requested by Lower School SLT. • Support the subject transition between key points (KS1-KS2, PP-Prep) for both students and parents. • Teaching load as required and specified by Head of Lower School. • Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support. • Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision. 	

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. 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 from 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

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any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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