



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.

The Music Department at Harrow Hong Kong is well-established and features four specialist classrooms (two equipped with a suite of 30 iMacs with Logic and Sibelius software), 16 practice rooms, a large rehearsal room and a department office. In the Upper School, all pupils study Music in Years 6, 7, 8 and 9 and it is taken as an option at GCSE and A Level (the Edexcel specification is followed for both). Staffing in the Music Department currently comprises six full-time academic teachers, working across the 4-18 age range, along with a Music Administrator and part-time Music Technician. In addition, there are around twenty Visiting Music Teachers who are line managed by the Director of Music. Each year, the department organises many concerts, recitals and competitions involving choirs, orchestras, small ensembles and soloists.

Job Title: Assistant Director of Music

Job Purpose: To be responsible for the delivery of the academic teaching of Music for Prep School and to help develop and lead a rich variety of opportunities in our Super-Curriculum and Co-Curricular Music programme which inspires, encourages and empowers our pupils to achieve their very best in the learning of Music.

Start Date: August 2021

Reporting Line: Director of Music

Job Description

Specific aims and key responsibilities for the role of Assistant Director of Music are:

- Taking responsibility for the development and management of the Prep School and Year 9 curriculum including assessment, tracking and pupil progress
- Fostering, by example, a spirit of academic enquiry within the department
- Taking a prominent role in the provision of an extensive performance programme, including the planning of events such as Ensemble Concerts, Recitals, Whole Year Performances, the School Musical and Inter-House competitions working in conjunction with the Director of Music
- Assisting the Director of Music in the development of the co-curricular provision, with a view to promoting inclusion across the board

- Working with the Director of Music to provide more opportunities for internal and external performances, including the possibility of Music Tours and Inter-Harrow Collaboration
- Working with the Director of Music and Head of Lower School Music to develop opportunities for pupils to perform together across the whole School
- Developing and manage the department's Social Media accounts
- Assisting the Director of Music in the running of the Music Scholar programme
- Deputising for the Director of Music, when necessary

In addition to the responsibilities of Assistant Director of Music, the responsibilities include those of a Teacher of Music as follows:

- **Responsibility for high standards of teaching and learning within the classroom, including:**
 - High expectations of pupils in every aspect of their work
 - Implementing and following departmental schemes of work effectively
 - Achieving excellent public examination results
 - Establishing effective methods of assessment of pupils' work and using them to enhance learning
 - Using rewards and sanctions effectively
 - Providing high quality written and verbal reports to parents
 - Keeping up-to-date with subject developments outside the school
 - Fostering a spirit of academic enquiry among pupils
 - A commitment to academic excellence and the development and implementation of schemes of work to ensure that each pupil develops at an appropriate pace through differentiated planning and teaching
- **A contribution to the development of the Music Department, including:**
 - Being actively involved in the on-going review of teaching programmes, methods and approaches
 - Being actively involved in the teaching observation programme, providing and receiving constructive feedback as appropriate
 - Leading, organising and rehearsing various musical ensembles as part of the Co-Curricular programme
 - Undertaking administrative tasks that are designated by the Director of Music, thereby contributing to a sense of teamwork and aiding professional development
 - Helping, as appropriate, to advise pupils on options choices relevant to the subject and with university applications
 - Taking a full and sometimes leading role in the planning and delivery of musical events through the School year
- **An effective contribution to pastoral care in the School, including:**
 - Being a non-resident Visiting Tutor in one of the Prep School or Senior School boarding or day Houses to a group of boys or girls (day pupils and boarders) 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 and Super-Curriculum programme.**
 - Participation in the School's Super-curriculum programme
 - Participation in the School's Co-Curricular programme
 - Participation in Leadership in Action Week
 - In liaison with the Director of Music, creating and implementing a strategic plan to contribute to the music scene in the local community and in Hong Kong

- **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 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:

- A genuine interest in Music and a strong commitment to high standards and a variety of approaches to teaching and learning
- The ability and commitment to be an excellent classroom teacher
- A commitment to the wellbeing and pastoral care of children
- Interests and abilities that can enhance the School's Super-Curriculum 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
- Strong keyboard skills would be considered favourably

Experience:

- A proven track record of delivering on academic performance
- Experience of collaborating with colleagues

Knowledge:

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

Personal Qualities:

- High levels of personal and professional integrity
- 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 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