



**HARROW**  
BEIJING

*Leadership for a better world*

## **JOB DESCRIPTION (ACADEMIC)**

### **I. Job Information**

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Job Title:</b>                | Head of City Campus   |
| <b>Department:</b>               | City Campus           |
| <b>Line Manager's Job Title:</b> | Deputy Head of School |

### **II. Job Specification**

#### **Job Purpose:**

To be responsible for the leadership and day-to-day running of the City Campus programmes for all children and to ensure that all activities, routines and rules are properly understood, sensibly conducted and conscientiously observed in order to ensure that Harrow Beijing's high reputation is suitably maintained.

Deliver Harrow Beijing's vision, mission and key values and ensure the values, ethos and high academic standards of Harrow Beijing are established and maintained at the City Campus.

Take particular responsibility for the welfare of staff and students within the City Campus under the welfare framework of Harrow Beijing and in full consultation with the Head of Lower School.

Evaluate, coordinate and develop the academic aims and standards of the City Campus with the Head of Lower School, Lower School SMT and in partnership with students, staff, governors and parents.

Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

#### **Key Tasks and responsibilities**

|                                      |   |
|--------------------------------------|---|
| <b>Key areas of accountabilities</b> | <b>Main duties &amp; responsibilities to support achieving accountabilities</b> |
|--------------------------------------|---|



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#### **1. Strategic direction**

Working closely with the School's leadership team, produce the strategic development plan of the City Campus and a termly and yearly Action Plan in line with the aims and objectives of Harrow Beijing.

Be up to date and familiar with all Main School policies and principles in all aspects of school operations and be able to customise them to suit the City Campus' needs, to ensure they are implemented within different year groups.

Manage the City Campus total budget effectively through good planning and resources management.

Develop a strong sense of community and unity within the City Campus along with a strong sense of team spirit.

Coordinate prospective children's assessments and enrolment into the Infant School.

Promote and market the Infant School with involvement in pupil admissions.

Oversee the Yearly Planner and Master Calendar in liaison with Lower School SMT.

#### **2. Management of staff, their career development and professional growth**

Lead by example in all professional matters ensuring that all teachers and students observe affairs such as dress, punctuality and behaviour.

Provide Coaching and Mentoring of the City Campus staff to ensure professional dialogues are happening across the campus.

In line with the Main School Performance Review policy and principles, evaluate and organise the Teaching and Learning at the City Campus in order to ensure that proper performance is established and maintained.

Ensure that all staff, through regular briefings, bulletins and at meetings, are kept up to date on academic matters and key School events.

Coordinate Personal Development and Leadership activities across the City Campus for teaching and non-teaching staff.

Ensure all staff receive appropriate Safeguarding training and are familiar with the School's Safeguarding procedures and policies.



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| <b>3. Pastoral</b>                | <p>Discuss and implement appropriate actions with teachers regarding student Welfare, Behaviour and Social and Emotional Development.</p> <p>Coordinate Personal Development and Leadership activities across the City Campus.</p> <p>Monitor Health and Safety matters across the City Campus and report any cause for concern to the Head of Lower School.</p> <p>Coordinate the induction programme for new students and contribute to the induction programme for new staff.</p> <p>Commitment to Safeguarding and promoting the welfare of children and young people by ensuring that all staff, and those connected to the School, share this commitment and responsibility. 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> |
| <b>4. School operations</b>       | <p>Lead, monitor and implement a clear and realistic staffing plan for the City Campus.</p> <p>In conjunction with the City Campus Head of Operations, lead monitor and implement robust administrative procedures (procurement, ICT, clinic, library, maintenance and vendor management) to ensure smooth operation of school.</p> <p>Lead the City Campus non-academic departments on all relevant campus matters in conjunction with their respective department heads.</p> <p>Work closely with Assistant Head of City Campus and the Government Affairs department on all matters pertaining to government relations.</p>  |
| <b>5. Assessment and Tracking</b> | <p>Support with the coordination of assessment and academic tracking in the City Campus so that it can be used by Middle Leaders and teaching staff to raise standards of academic achievement by students within the School.</p> <p>Monitor student performance through detailed analysis of all assessment results, and progress across Key Stages, including formative and summative testing in liaison with the Lower School SMT. Work with the Head of Lower School on preparing reports for Governors.</p>  |



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### **6. Curriculum and academic development**

In liaison with the Head Master, Head of Lower School, Lower School SMT and other staff; determine, organise and implement an appropriate curriculum for the City Campus, having regard to the needs, experience, interests, aptitudes and stages of development of the pupils.

Nurture and develop quality Teaching and Learning strategies and set a model of excellence in classroom practice.

Manage and monitor the delivery of the Harrow EY and KS1 curriculums and, thereby, be accountable for the quality and consistency of provision to all pupils within the phases.

Oversee the implementation of an age appropriate Personal Development curriculum at the City Campus that reflects Harrow Beijing's Leadership attributes.

Monitor the procedures for assessing, moderating and recording the children's level of achievement including Harrow Grid tracking and academic EY profiles at City Campus.

Ensure that quality Teaching and Learning is happening across the curriculum by supporting with the Teaching and Learning programme based on outcomes from observations and appraisals conducted by SMT.

Monitor and intervene to ensure students achieve at levels appropriate to Harrow Beijing. Coordinate intervention programmes where needed and ensure quality assurance.

Ensure that all staff, through regular briefings, bulletins and at meetings, are kept up to date on academic matters. Lead, support and coach the Middle Management Team and Classroom Teachers to understand, support and embed the Harrow Beijing academic philosophy.

Lead and oversee the Academic Excellence programme in the Infant School, linking pupils, parents and staff, to ensure that academia is celebrated and rewarded in order to support pupils on their personalised academic journey in liaison with the Lower School SMT.

Line manage Specialist Teachers and Support Teachers to ensure quality Teaching and Learning, supervision and fulfilment of job description is taking place in lessons and beyond.

Overseeing Transitions across the campus and into HGZ Campus.



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#### **7. Communication and public relations**

Commitment to Safeguarding and promoting the welfare of children and young people by ensuring that all staff, and those connected to the School, share this commitment and responsibility. 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.

Maintain, in association with the Head of Lower School of Main Campus of Harrow Beijing, open communication with parents by working in partnership with them through consultation and sharing of information about the needs and progress of their children.

Actively establish good relations with parents and visitors to the school. Monitor the marketing strategy for City Campus.



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**Key Relationships:**

Internal

- Head of Lower School, Lower School SMT, Assistant Head of City Campus, Heads of Phase, Heads of Department, Phase Leaders, Year Group Leaders and other key staff members across the Whole School.

External

- Parents, Governors and other educational providers as required. All members of the Harrow Community.

**Other important features:**

- 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 Lower School to ensure continuity in systems across all phases of the School.
- Attendance at Expeditions, Parent Information Evenings, community events and other events necessary for the smooth running of the School.
- Representing the School at official functions as and when requested by the Head Master.
- Proactively support the management of the transitions between Lower and Upper Schools for both students and parents.
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision.
- Be available to advise academic staff and individual students, ensuring that, so far as possible, each person’s individual needs are met so that they can exceed their potential, and that students’ progress is maintained in an effective way.

**Job Requirements:**

- The ability and willingness to inspire others; leading by example, role modelling the School’s vision statement *Leadership for a better world* in relationships with students, colleagues and parents.
- Appropriate teaching qualifications and experience.
- The ability and commitment to be an excellent classroom teacher.
- A strong commitment to high standards of Teaching and Learning.
- A genuine commitment to the Safeguarding, wellbeing and pastoral care of children.
- Interests and abilities that can enhance the School’s extra-curricular enrichment programme.
- Excellent inter-personal skills with students, colleagues and parents.
- Excellent administrative, organisational, and ICT skills.

**Person Specification**

|                   | <b>Essential</b>   | <b>Desirable</b>  |
|-------------------|--|---|
| <b>Behaviours</b> | Evidence of the ability to maintain effective classroom behaviour in a positive context and to promote well-ordered and self-controlled behaviour throughout the School. | <ul style="list-style-type: none"> <li>• Willingness to offer extra curricular activities.</li> <li>- Be flexible and able to manage change</li> <li>• Willingness to learn and adapt.</li> </ul> |



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|                                    | <p>Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.</p> <p>Uphold the values and ethos of the school by actively promoting an emotionally secure, warm, stimulating and safe environment appropriate to the needs of the individual pupils and their families.</p> <p>Be highly motivated, ambitious and collaborative and willing to take initiative.</p> <p>Demonstrate empathy, humility and genuine care about staff, taking time to support, guide and motivate them.</p> |   |
| <p><b>Skills and Knowledge</b></p> | <p>Evidence of a clear view about the future development of the City Campus and an ability to manage change.</p> <p>A detailed knowledge of Early Years and KS1 practice and policy gained through first-hand experience, strategic management and direct delivery.</p> <p>A clear understanding of the needs of young children and their developmental stages.</p> <p>Excellent programme and staff management skills.</p> <p>Excellent organisation, interpersonal and communication skills.</p> <p>Ability to manage a team</p>                       | <ul style="list-style-type: none"> <li>· Open to exploring innovative approaches from across the educational field.</li> <li>· Subject knowledge sufficient to challenge able students and achieve high outcomes.</li> <li>· Knowledge and understanding of positive disciplinary methods and Positive Education.</li> <li>· Knowledge and understanding of child development and its impact on behaviour.</li> </ul> |
| <p><b>Experience</b></p>           | <p>Minimum of 4 years recent successful teaching experience preferably in an International school setting.</p> <p>Proven experience of leading and managing change at an appropriate level including the curriculum, classroom organisation and administration.</p>  | <ul style="list-style-type: none"> <li>· Teaching experience in an International School.</li> <li>· Know how to challenge and differentiate for children of varying abilities.</li> <li>· Have taken a lead role in organising and implementing extra-curricular activities.</li> </ul>   |



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| <b>Qualifications</b> | Qualified Teacher Status and evidence of appropriate subsequent in-service training.<br><br>Appropriate teaching and leadership qualifications | <ul style="list-style-type: none"><li>· Proven record of improving standards through high quality teaching.</li><li>· A specialism in the subject/phase.</li></ul> |
|-----------------------|--|--|

|                        |  |      |  |
|------------------------|--|------|--|
| Job Holder's signature |  | Date |  |
|------------------------|--|------|--|

\* \*The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.