

Head of Biology (Maternity Cover)

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 1600 and the school achieves the best results in Hong Kong at A-level and GCSE. Since 2020, Harrow Hong Kong has featured as one of the top 150 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's and CARFAX 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 service and charity work. Our pupils go on to some of the top universities across the world including Oxford, Cambridge, Imperial College London, Durham University, University of Exeter, The University of Edinburgh, Harvard, Stanford, Yale, Princeton University, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Job Title:	Head of Biology
Job Purpose:	<p>To be responsible for the successful delivery of the teaching of Biology, ensuring all pupils consistently fulfil their academic potential, whilst being inspired by Biology.</p> <p>To lead the Biology Department to achieve high academic expectations, to incorporate relevant developments in pedagogy and to provide a varied enrichment programme.</p>
Start Date:	January 2026 to December 2026
Tenure:	Maternity Cover
Reporting Line:	Director of Science

Job Description

Education is ever-changing 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 will be reviewed regularly and may be varied in light of the business needs of the school.

In addition to the responsibilities of a Teacher of Biology the specific aims and key responsibilities of this position are:

- **Responsibility for leading and managing the Biology curriculum, including:**
 - Establishing and reviewing schemes of work and monitoring their use by staff
 - Establishing effective methods of assessment of pupils' work and analysing the results
 - Fostering, by example, a spirit of academic enquiry within the department
 - Providing appropriate, effective enrichment activities and opportunities for different age groups as part of the super-curriculum programme
 - Supporting the department for any administrative work
- **Responsibility for leading and managing the teaching and learning in the Biology Department, including:**
 - In liaison with the Deputy Head (Curriculum, Teaching and Learning), and the Director of Science developing teaching and learning strategies to promote outstanding teaching in Biology
 - Arranging for the observation of teaching as a matter of good practice and providing constructive feedback
 - 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
 - Maintaining full and informative records of pupil achievement and progress
 - Ensuring that teachers in the department use the School's rewards and sanctions effectively and providing support to members of the department in any matters involving classroom discipline, fostering high expectations of pupils in Biology with regards to learning and behaviour
 - Delegating appropriate leadership of projects and initiatives to create a sense of teamwork within the department and aid professional development
 - Monitoring the quality of written academic reports on pupils by department staff
 - Contributing to the department's timetable allocation
 - Keeping up-to-date with subject developments and implement as relevant
- **Responsibility for the administration of the Biology Department, including:**
 - Holding and recording the minutes of regular departmental meetings to exchange ideas, and inform and develop good practice
 - Maintaining a comprehensive, up-to-date departmental contribution to the School's website and the School's social media platforms
 - Writing and reviewing the Department Development Plan termly
 - Ensuring that all members of the department are aware of the relevant Health & Safety practices as outlined in the School's Health & Safety Policy, including the safe use and storage of radioactive sources
 - Advising pupils with options choices relevant to the subject and with university applications
 - Leading, accompanying trips and visits organised by the department and for LIA Week and ensuring the school's trip policy is adhered to
 - Managing the teaching and learning element of the annual Professional Performance Review of members of the department
- **An effective contribution to pastoral care in the School, including:**
 - Being a 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)
 - 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
- **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 proactively participate in the various CPD opportunities given by both the School and the Harrow Academy Programme
 - Participate in School-wide CPD initiatives and be prepared to share expertise in CPD programmes

- Contribute to the Harrow Horizon's programme, by participating in the School's Super Curriculum and Co-Curricular programme in one or more activities as directed by the Deputy Head (Co-Curricular and Organisation)
- Be actively involved in the wider life of the school, including involvement in trips and residentials
- Tracking pupil progress and putting in place any interventions needed to support pupil progress
- **Other responsibilities:**
 - Undertaking duties as the Head of School or a delegated representative may reasonably request.

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 Biology and a strong commitment to high standards and a variety of approaches to teaching and learning
- The ability to lead, inspire, motivate and support pupils and colleagues
- An outstanding classroom practitioner
- 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 Educational Excellence for Life and Leadership 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 extra-curricular programme
- Excellent organisational, administrative and IT skills

Experience:

- The ability to be identified as an excellent classroom teacher and have some experience of successful management of or within an academic department
- 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 relationship 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
- 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 and colleagues
- 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
- Committed to representing the School's 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 with a commitment to giving both Day and Boarding pupils the best educational experience
- High levels of personal presentation, integrity and communication skills
- An understanding of how a boarding school operates and a commitment to giving both Day and Boarding pupils the best educational experience
- A commitment to high quality Feedback and Marking to ensure pupils make excellent progress and understand where they are in their learning journey