



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 independent style of 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 over 1300 and the school achieves some of the best results in Hong Kong at A-level and GCSE and pupils go on to study at some of the top universities across the world. 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: Lower School Class Teacher (Maternity Cover)

Job Purpose: To inspire, encourage and empower our pupils to achieve their very best and to become independent and accomplished learners

Start Date: December 2019

Reporting Line: Head of Lower School

Job Description

Specific aims and key responsibilities are:

- **Responsibility for high standards of teaching and learning within the classroom, including:**
 - Managing curriculum delivery and associated resources in a manner that challenges and interests pupils, is appropriate to their needs and skill-levels and in a manner consistent with School and departmental policies and procedures
 - Fostering, by example, a spirit of enquiry and culture of excellence in the classroom
 - Maintaining an on-going formative assessment programme related to the curriculum and associated learning objectives
 - Maintaining consistency with internal marking schedules and moderation procedures.
 - Maintaining legible, accurate, comprehensive, records of formative and summative assessment results
 - Contributing to written reports on pupil performance for internal and external use as required and participating in parent/teacher meetings to discuss pupil progress and targets.
 - Effectively use a range of IT to support Teaching & Learning

- **A contribution to the development of teaching and learning in the relevant year group and across the School where necessary, including:**
 - Under the Year Leader, planning, preparing and reviewing the curriculum as part of the year group team
 - Keeping up-to-date with subject developments outside the School and bringing them to the attention of colleagues
 - Supporting and contributing to the school's strategic development plan

- **An effective contribution to pastoral care in the School, including:**
 - Placing high importance on pupil wellbeing and development
 - Communicating and consulting with parents on any issues relating to the wellbeing and development of pupils
 - Consultation with the Year Leader regarding communications with parents
 - Participating in the maintenance of high standards of behaviour of pupils in the classroom and around the School
 - Following School policies with regard to the health and safety of pupils both on and off the School premises
 - Supervising pupils during non-curriculum time as determined by the duty rota
 - Implementing safeguarding procedures at the School

- **An effective contribution to the Harrow Horizons programme.**
 - Participation in the School's Super Curriculum programme in one or more activities, including:
 - a. Leading a super-curricular activity
 - b. Contributing to the School's co-curricular programme

- **All teachers are expected to:**
 - Actively seeking opportunities to develop professionally including subject-specific knowledge, teaching and learning theory and research, and career-related goals
 - Participating in School-wide CPD initiatives and be prepared to share expertise in CPD programmes

- **Other responsibilities:**
 - 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 the KS2 age group and a strong commitment to high standards of 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 Harrow Horizons 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
- Excellent inter-personal skills with pupils, teachers and parents
- Excellent administrative, organisational, and developed IT skills

Experience:

- 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
- 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 levels of personal presentation, integrity and communication skills
- 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