

Gap Tutor

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. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's Index since 2020. 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, Princeton University, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Job Title: Gap Tutor

Job Purpose: A Gap Tutor lives in a Prep Boarding House, and the most fundamental and rewarding role is that of providing support and encouragement to the pupils in their House. The specific term-time weekly programme for each Gap Tutor will vary according to their strengths, skills and interests, as well as the needs of the School and a significant portion of the programme will also involve supporting the PE department.

Tenure: March 2025 – June 2025

Reporting Line: Assistant Head (Pastoral and Wellbeing)

Gap Tutors play an important role at Harrow Hong Kong and the position is suitable for those considering a career in teaching or any other educational setting. We welcome applications from post A-level candidates who have the qualities, skills and experience to contribute effectively to the life of an international school with a strong boarding ethos.

Job Description

The specific aims and key responsibilities of this position are:

Contributing to and enhancing the life of a Prep Boarding House, including:

- With the House Pastoral Team, assisting boarders during prep and free time in the evenings, including Sunday evenings
- Participating in House functions and supporting inter-House competitions
- Supervising at break, mealtimes and after school
- Participating in House social events, occasionally on weekends
- Completing tasks set by the HM, such as preparing House display boards, planning and running boarders' evening activities, etc.

Timetabled lessons and Super-Curriculum activities in the Harrow Horizons programme, including:

- Assisting teaching staff in the Lower and Upper Schools, in particular in Sport, and also in areas such as Art, Drama, Modern Foreign Languages and Music
- Coaching and refereeing of sport if appropriate and required

- Accompanying PE staff to away sports fixtures
- Assisting with activities such as community service and charity work
- Participating in outdoor education expeditions within the Super-Curriculum programme, both in Hong Kong and the South East Asia region, such as Duke of Edinburgh Award expeditions, Model United Nations conferences, etc.
- Supervising in the Sports Hall and Gym
- Helping swimming teachers with lessons in the Swimming Pool (if qualified)
- Assisting with rehearsals for School events and productions

Administrative functions in the School, including duties in locations including but not limited to:

- The School Office, such as preparing display boards, delivering post to relevant departments, creating spreadsheets and schedules, organising resources, etc.
- Helping across the School with events, including but not limited to admissions events
- Giving school tours

Other responsibilities:

- Implementing safeguarding procedures at the School
- Undertaking duties the Head or a 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 and training.

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:

- A good standard of general education
- A wide range of co-curricular achievements
- Swim England Level 1 qualification is desired but not essential

Skills:

- Effective leadership and team working skills
- Good verbal communication skills
- Good IT skills
- Excellent time management
- Ability to work under pressure and manage a high volume of tasks

Personal Qualities:

- Honesty and integrity
- Friendly, outgoing, approachable and confident
- Enthusiastic
- Conscientious
- Self-motivated and encouraging of others
- Initiative and common sense
- Flexibility
- Creativity
- An ability to develop a culture of respect with pupils from a wide range of nationalities and age groups

- Willingness and enthusiasm to get involved in all activities
- Active and adventurous

Attitudes:

- Willingness to take on responsibility
- Willingness to integrate into the life of Harrow Hong Kong, and a boarding house in particular
- Willingness to learn about and embrace the local culture
- Willingness to co-operate, compromise and communicate
- Tidy and organised
- Have a variety of co-curricular interests
- Maintain professional relationships with pupils and teachers
- Be punctual and smartly dressed for all duties
- Be an excellent ambassador for Harrow Hong Kong.

Additional Information

Benefits

The School undertakes to provide:

- All necessary documentation, including training visas
- An economy flight to Hong Kong from your country of residence at the beginning of the contract and an economy flight from Hong Kong to your country of residence at the end of the contract
- An allowance of HKD10,250 and food allowance of HKD1,750 per month
- Access to the School's health insurance cover
- Meals in the dining hall during term time (breakfast, lunch and dinner from Monday morning until Friday lunch time)
- Furnished accommodation in a Prep House in an ensuite room (including bed, desk, wardrobe, chair, air-conditioning and air purifier) with access to a basic kitchenette and laundry facilities (1 set of bedding and linen will be provided)
- Harrow Hong Kong sports kit as the uniform for Super-Curriculum activities and Games lessons
- Access to the School's computer facilities (a MacBook and access to the School's wi-fi will be provided for the duration of the contract)
- A comprehensive onboarding and induction process

Structure of the Day and Week

Individual timetables are constructed for Gap Tutors, which indicate the member of staff to whom they should report for each major session of the timetable. This will vary on a weekly basis, dependent on as-and-when Gap Tutor assistance is required.

Although it may be subject to change as further operational planning for the School takes place, the present structure of the week for the Upper School at Harrow Hong Kong, with a 'typical' Gap Tutor's timetable, is as follows:

06.45	Wake up
07.10-7.30	Breakfast – Supervise the House
08.00	Call-over for all pupils in Houses
08.15-09.10	Period 1 – assist PE department with delivering Upper School Games Lessons
09.15-10.10	Period 2 – assist PE department with delivering Upper School Games Lessons
10.10-10.35	Supervise the House during Break
10.35-11.30	Period 3 – assist PE department with delivering Lower School Games Lessons
11.35-12.30	Period 4 – Break
12.30-13.30	Period 5/Lunch – Supervise the House / Call-over for all pupils in Houses
13.35-14.30	Period 6 – Office admin, curriculum support, tasks set by the HM
14.35-15.30	Period 7 – Training or Line Manager meetings as required
15.35-16.30	Period 8 – Super-curricular activity supervision
16.30-18.00	Supervising co-curricular activities and boarders' personal time
18.00-18.30	Dinner – Supervise the House
18.30-21.30	Call-over for boarders, followed by Prep (homework). Boarders' prep-free Wednesday activities, boarders' personal time and bedtime routine in Houses.

- Gap Tutors are expected to help with ensuring boarders are out of bed and go to breakfast
- Each week and under the direction of the HM, Gap Tutors help in managing supper, prep and bedtimes
- Gap Tutors have one evening per week free from 18.00, which should be pre-arranged with the HM
- Gap Tutors have most weekends (from Friday 17.30 to Sunday 18.30) free
- Gap Tutors must be in House from 18.30 on Sunday evening, for when boarders return.

Dress Code

- Gap Tutors are expected to wear the official Harrow Hong Kong sports kit (this is provided free of charge) when engaged in sporting activities, for appropriate SCA and CCA sessions, or other more physical work, but should change back to business wear at the earliest available opportunity, where practicable
- For formal occasions including, but not limited to, assemblies, Parents' Evenings, Speech Day, etc. Gap Tutors should wear formal business attire including a jacket, as follows: Shirts with tie and top button fastened at all times
 - Tailored trousers (no jeans, casual 'slacks' or shorts), non-faded chinos are acceptable
 - Conservative length dresses or skirts and blouses/shirts (no vest tops)
 - Clean, smart and appropriate shoes (no trainers or flip flops)
 - In Houses, smart casual wear should be worn
- Hair should always be kept tidy and presentable.

Line Management

The Assistant Head (Pastoral and Wellbeing) has overall responsibility for the management of Gap Tutors, including:

- The specific timetable for each Gap Tutor, in conjunction with the Deputy Head (Co-Curricular and Organisation), Director of Sport and HM, which will vary from week to week
- A mentor scheme to provide regular support
- An ongoing training programme to enable Gap Tutors to fulfil their duties effectively
- An end of year appraisal meeting to evaluate performance

Training

Training will be provided both in the induction period before the start of the Autumn Term and on an ongoing basis on matters such as leadership and pastoral.

It is expected that Gap Tutors will:

- Follow the professional rules and guidelines for teachers as outlined in the Staff Handbook
- Follow the laws of Hong Kong
- Follow the rules of the Houses with regard to visitors
- Be in close contact with the Assistant Head (Pastoral and Wellbeing) about their whereabouts at all times for reasons of personal safety.