



HARROW  
INTERNATIONAL  
SCHOOL  
HONG KONG

2024-25

RECRUITMENT BOOKLET

# GAP TUTOR

Educational Excellence *for* Life and Leadership



# MESSAGE FROM THE HEAD

Thank you for the interest you have shown in Harrow International School Hong Kong.

Choosing the right school in which to develop your career is one of the most important decisions you will have to make, especially when this may involve moving to a new country.

Harrow School in London was established in 1572 and over the past 450 years has grown into one of the world's most renowned schools, educating generations of inspirational world leaders. Harrow Hong Kong opened its doors in 2012 and its objective was to embed elements of philosophy and practice from Harrow School in London to bring together the best of western and eastern traditions. We are a modern, progressive and dynamic school offering an unparalleled British education in the wonderfully unique setting of Hong Kong.

Currently, there are around 250 members of the Common Room, which includes teachers, teaching assistants, educational support staff, matrons and gap tutors. We are proud of our diverse staff body whose experience has been gained both in schools in the UK and internationally. We work together with the shared aim to provide an outstanding education for our pupils.

Whilst our academic results are some of the best across the world, we believe that success is also measured by one's influence on the world and being willing to learn, lead, create, compete and care are a fundamental aspect of a Harrovian education. We place great emphasis on the professional development of our staff and have a bespoke CPD programme whilst offering opportunities for staff to participate in group wide activities as part of the Harrow Academy where colleagues from schools such as Harrow London, Appi, Bangkok, Beijing, Chongqing, Haikou, Nanning, Shanghai, Shenzhen and Zhuhai meet together to share ideas, experiences and expertise.

Staff and their families joining the School follow a comprehensive induction programme in order for them to familiarise themselves with the School and Hong Kong. There are a range of social events organised by the Common Room Committee from trips on a Junk to Friday Feasts!

I do hope that you will consider joining the Harrow Hong Kong team; we look forward to receiving an application from you.



*Ann Hayden*

**Head**

# ROLE DESCRIPTION

**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.

**Start Date:** August 2024 – 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 or post-University candidates who have the qualities, skills and experience to contribute effectively to the life of an international school with a strong boarding ethos.

## **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.*



# 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:
  - 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.

# HOW TO APPLY

Please download and complete our application form by check out the link:

[www.harrowschool.hk/theschool/work-at-harrow](http://www.harrowschool.hk/theschool/work-at-harrow) and email to [recruitment@harrowschool.hk](mailto:recruitment@harrowschool.hk)

The closing date for applications is **Sunday 12 November 2023**.

For any queries relating to the role or your application, please email [recruitment@harrowschool.hk](mailto:recruitment@harrowschool.hk).

*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.*

# EQUAL EMPLOYMENT OPPORTUNITIES

Harrow International School Hong Kong is an Equal Opportunity Employer. We are committed to providing an environment of mutual respect, where equal employment opportunities are available to all irrespective of race, religion, political view, nationality, age, gender, pregnancy, breastfeeding, disability, marital status, familial status, sexual orientation, gender identity, gender expression, genetic information and any other characteristic protected by the Equal Opportunities Commission and all other applicable ordinance.

The School embraces diversity and inclusion, believing it to be key to our success as an International School, and we seek to recruit, train, promote and retain high calibre staff from a diverse and inclusive candidate pool.

The School will not tolerate discrimination, harassment, vilification or victimisation of any kind and any behaviour of this nature should be reported to the Director of Human Resources immediately. Any reports of this behaviour will be treated very seriously and will be considered under the School's Disciplinary Policy.



# THE SCHOOL

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, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Harrow Hong Kong is structured into a Lower School and an Upper School. The Lower School includes the Early Years Centre (K1 and K2) and the Pre-Prep School (Y1-Y5). The Upper School consists of the Prep School (Y6-Y8), the Senior School (Y9-Y11) and the Sixth Form (Y12-Y13).

Weekly Boarding is available to Upper School pupils. There are four Prep School Houses for boys (one of which is a 'Day' House ) and three for girls, four Senior School Houses for boys, one of which is a 'Day' House and four Senior Houses for girls, two of which are 'Day' Houses.

## EXAMINATION RESULT 2023

### GCSE

**46%**

At the highest level 9

**73%**

At 9-8/A\*

**87%**

Of all Grades 9-7 A\*-A

### A LEVEL

**37%**

At A\*

**70%**

Of all grades A\*-A

**90%**

At A\*-B

# VISION, MISSION AND VALUES

## VISION

Educational Excellence *for* Life and Leadership

The School's vision is for pupils at Harrow Hong Kong to not only achieve outstanding academic results, but also develop the motivation, skills and determination to make a positive difference to the world in which they live.

## MISSION

The School's mission is to promote Educational Excellence for Life and Leadership through an outstanding education that blends elements of philosophy, practice and tradition from Harrow School with an awareness of the cultural context of Hong Kong and the needs of its international community.

While inextricably linked, the key characteristics are:

- High levels of academic achievement with significant value-added academic performance, leading to top public examination results and entry to prestigious universities across the world.
- A diverse, high quality Leadership in Action programme that inspires a desire for excellence and a breadth of activities. Distinctively, it includes the Super-Curriculum, which is integrated into the School timetable for all pupils, supported by opportunities for further enrichment outside the timetable.
- High quality pastoral care that, with a strong boarding ethos and House system at its heart, promotes an inclusive School community in which its members feel happy, secure and valued, and that places emphasis on the personal formation of the character of each pupil. Supporting this is a bespoke personal, social and health education programme called Facing Challenges that encourages the development of resilience and a positive, solution-focused approach to any challenge.

Leadership, of course, is a very Harrovian quality and some of the great Old Harrovians, such as Winston Churchill, Nehru and King Hussein of Jordan are renowned for providing profound leadership at significant points in modern history. We aim to equip and challenge Harrow Hong Kong pupils to use their knowledge, skills and talents to make life better for other people in their community and the wider world through developing six identified key Leadership Attributes:

- Contributing positively to the community
- Applying knowledge with compassion
- Solving problems collaboratively
- Solving problems creatively
- Making fair and just choices
- Facing challenges with determination
- With input from teachers, pupils and parents, a social vision statement was created to outline the expectations of how members of the School community are expected to treat

each other.

## **“A caring, respectful community in which everybody thrives.”**

This Social Vision statement goes to the heart of the Leadership attributes and the modelling of them in the Harrow Hong Kong community. It also provides a framework for teachers, pupils and parents in their interactions with each other.

Harrow Hong Kong aims to embed opportunities for each pupil to acquire the Leadership attributes in all aspects of School life, including the types of learning experiences that teachers prepare for pupils in the classroom, the academic curriculum itself, the Leadership in Action programme, and opportunities to take on leadership roles both within and outside the School community.

### **VALUES**

In any organisation – be it a school, a company, or even a family – strong and clearly expressed values create identity, focus, unity and drive, answering the questions ‘what do we belong to?’, ‘what’s important to us?’, ‘what holds us together?’ and ‘why do our collective efforts matter?’ At Harrow, our Values help us to make decisions from day-to-day that mean we behave and perform better, inspiring us to try harder as individuals, so that collectively we thrive.

- **Courage** encourages us to innovate and take risks, inspiring change for the better. It means challenging adversity and complacency, making the most of opportunities, putting fear of failure to one side and staying the course, even when it is difficult.
- **Honour** is about doing the right thing, having the highest standards and leading by example. It involves taking responsibility and, ultimately, is what makes us worthy of the trust of others.
- **Humility** asks us to recognise that one’s self is a work in progress and that struggling with one’s weaknesses is essential to growth. Humility increases our awareness that talent and achievement alone, however impressive, are not sufficient to succeed as a human being – and that none of us is at the centre of the universe.
- **Fellowship** means building binding, constructive relationships that help us all to make a positive contribution. This is resonant with our belief that the strongest relationships of all are based on faith, hope and love.

Our four Values link closely to our Christian foundation and the principles of ‘Godliness and good learning’ established by our founder, John Lyon. In our context, their meanings are replete with much more than their dictionary definitions, just as the word ‘Harrow’ means more than just a school. Outwardly, they give a sense of the distinctive quality of Harrow School, and express what we think is important. A school that values courage, honour, humility and fellowship is a school at its best: one deserving of the name ‘Harrow’ and one to which we aspire.

# THE CURRICULUM

At Harrow Hong Kong, we offer a British Curriculum with our pupils taking GCSE examinations in Year 11 and A level examinations in Year 13. The philosophy of our curriculum is to develop essential skills as well as to acquire subject knowledge. We want our pupils to finish their education at Harrow with excellent results and, crucially, excellent personal attributes.

During the Prep School (Years 6-8) and Year 9, pupils are exposed to a wide variety of subjects so that they develop a breadth of knowledge and acquire different skills. Our core curriculum consists of:

- Science
- Maths
- English
- Humanities (PRS, History, Geography)
- The Arts (Art, Drama, Music)
- Languages (Chinese, French, Spanish)
- Physical Education
- Computer Science

From Year 10, our pupils begin their GCSE studies taking four optional subjects plus the core curriculum of English Literature, English Language, Maths and Triple Science. These courses culminate with public examinations at the end of Year 11.

From Year 12, pupils begin their A level studies with the option of studying any subject they have already completed GCSE level as well as the additional options of Politics, Psychology and Economics. All our pupils also complete the Extended Project Qualification.

In addition, we have an excellent Language and Learning department and Individual Needs department who support our learners across the school. They are dedicated to ensuring that all our pupils achieve their very best.

Lessons are creative and inspiring and teachers have the highest expectations of all pupils. We are proud of the excellence we have in our classrooms and we actively promote the sharing of good practice between departments and across the school.



# HARROW HORIZONS

Harrow Hong Kong is committed to providing a broad range of opportunities for our pupils to experience outside of the formal classroom. We firmly believe in an all-rounded education where academic pursuits are supported by Super Curriculum and Co-Curricular opportunities.

Our Harrow Horizons Programme immerses pupils in a vibrant menu of opportunities and challenges through sport, the creative and performing arts, academic extension, charity and service, STEAM, university preparation, enterprise, expeditions, Leadership in Action Week and our very popular Speakers' Forum. The programme encourages pupils to step out of their comfort zone whilst undertaking new experiences and challenges to help them develop our Leadership Attributes which are at the heart of our DNA as a school.

Our Super Curriculum Activities (SCA) are embedded into our School timetable and pupils enjoy partaking in their SCAs two periods a week. Our Co-Curricular Activities (CCA) are the enrichment activities which take place either before or after School or during lunchtime, and are therefore outside of the School timetable. Our staff are passionate about leading their SCAs and CCAs, giving them a chance to:

- teach beyond the restrictions of the curriculum, offering their pupils academic stretch, challenge and extension in their specialism
- lead an SCA which they are passionate about which may be outside of their teaching specialism
- coach and lead one of our sports teams
- lead one of our Charity and Service activities working with the pupils to give back to society.

Staff are proactive at entering their SCA and CCA pupils into competitions, both locally and globally and organising trips and visits to help support this extended learning opportunity.

Our staff enjoy participating in our extensive expeditions programme throughout the year and play an important part in our Leadership in Action week which takes place annually, in which the whole school community is involved.

Charity and Service opportunities are an important part of what we offer here at Harrow Hong Kong; our staff actively work with their pupils throughout the year to fundraise and build relationships with our School Charities through the House system and various SCAs and CCAs ensuring our pupils understand the importance of giving back.



# PASTORAL CARE

At all ages in the School, there is a strong emphasis on the quality of relationships and community life, and on the personal formation of character.

The building blocks of the School community are the Prep and Senior Houses in the Upper School. This sense of community is promoted in the Lower School classes and there is a House system in the Pre-Prep School to help prepare pupils for their move to the Prep School in Year 6.

In the Lower School, the focus of pastoral care is the Class Teacher. However, from Y6 when pupils enter the Upper School, pastoral care is centred on the Houses. All boarders and day pupils are members of a House.

Harrow Hong Kong's formal taught pastoral education programme is known as 'Facing Challenges' and most teachers are involved in its delivery throughout the School. The programme aims to develop resilient individuals who embody the School's leadership attributes and adopt a solution-focused approach to any potential challenge: health, social, economic or academic.



# BOARDING AND HOUSES

Harrow Hong Kong was the first, and is the largest British international school in Hong Kong which provides the opportunity of a boarding education. Boarding, the heart of life at Harrow School in London, is also integral to life at Harrow Hong Kong.

In the Lower School, the Class Teacher is responsible for all aspects of each child's educational and wellbeing; however, in the Upper School, it is the House Master or House Mistress who has the primary role in the pastoral care of pupils. Resident in each House is a House Master or House Mistress, and an Assistant House Master or House Mistress, and all Upper School teachers are Tutors in one of the Houses. The House Pastoral teams play a major role in supporting the boarders and day pupils and deliver our own bespoke PSHE programme, known as 'Facing Challenges'.

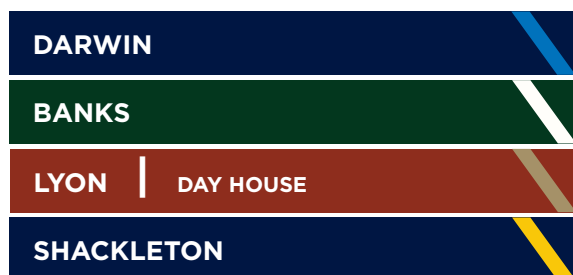
The quality of relationships and community life, and the personal formation of character are fundamental to life at Harrow Hong Kong. The Houses provide rich opportunities for interacting with pupils from a wide range of backgrounds and for developing more profound relationships with teachers and their peers.

The real strength of a House is the vertical integration of different year groups, which effectively creates a large family unit, allowing responsibilities for older pupils to care for and support younger pupils. The result is the creation of a close-knit, family atmosphere in which boarders feel that it is their home during term time, and in which all pupils feel happy, secure and valued. In the numerous competitions between the Houses, their community pride finds expression via a healthy competitive spirit.

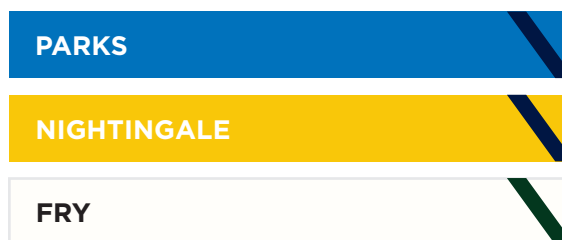
There is a strong community of over 300 weekly boarders in the Upper School who board from Sunday to Friday evening. Boarders benefit from a thriving programme of activities and support along with the chance to experience living with others, developing independence, having fun and honing essential skills for life beyond school.

## PREP HOUSES

### BOYS



### GIRLS

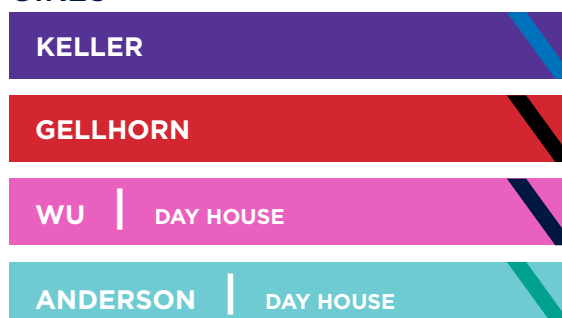


## SENIOR HOUSES

### BOYS



### GIRLS



# OUR FACILITIES



Astro Pitch



Music



Dance Studio



Art



Queen Elizabeth II Hall



Library



Science



Swimming Pool



Kadoorie Dining Hall



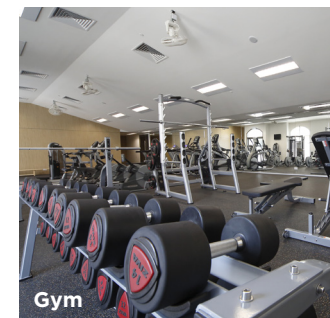
Girls' Common Room



Girls' Bedroom



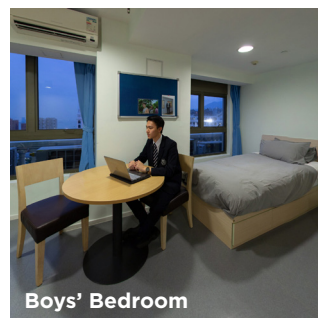
Shakespeare Studio



Gym



Boys' Common Room



Boys' Bedroom



STEAM Centre

# WHAT OUR GAP TUTORS SAY

- Being a Gap Tutor is all about variety; from day to day and period to period your timetable will push you out of your comfort zone and make you try things you might not have even considered previously. You pick up so many new skills and abilities that you can then confidently apply to all sorts of scenarios - all whilst being surrounded by great people and an amazing city!
- Since living in the boarding house, I have a home away from home. The girls and my House Pastoral Team are another family who I know will always raise my spirits and keep me happy.
- Being here for a year offers you the ability to fully immerse yourself into life in Hong Kong. Joining a local sports club is a fabulous way of making friends and exploring more of Hong Kong.
- Taking a Gap Year has taught me how to cook, wash, and be independent. I would encourage everyone to apply for this job as the experiences are those you can only get once in a lifetime and everyone else who applies has a likeminded outgoing attitude.
- There is nowhere quite like Hong Kong. One minute you're in the hustle and bustle of Central and before you know it you can be on the tranquil beaches of Sai Kung.





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