

Assistant Head (Early Years)

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: Assistant Head (Early Years)

Job Purpose: Leadership of curriculum and pedagogy, wellbeing and co-curricular provision in Early Years with responsibility for high standards of teaching and learning, pupil progress and attainment. This role is not class based but there is a teaching allocation involved.

Start Date: August 2025

Reporting Line: Head of Lower School

Job Description

Specific aims and key responsibilities are:

- **Responsibility for leading and managing all members of the Early Years team, including:**
 - Maintaining a culture of impact through collaboration within the Early Years Centre (EYC) by modelling passion and enthusiasm, with a relentless pursuit for excellence in practice and pedagogy
 - Inspiring a team spirit where there are opportunities for team members to lead aspects relevant to their roles and career aspirations
 - Responsibility for quality assurance and high standards of teaching in line with the School's practices
 - Working with the Deputy Head of Lower School (Pupil Wellbeing) to support high levels of pupil wellbeing
 - Ensuring that all members of the Early Years team set high expectations for children and promote positive pupil behaviour
 - Contributing to the annual Professional Performance Review of team members
 - Leading relevant CPD in line with the strategic vision for the EYC and specific team requirements
 - Developing Teaching Assistants to ensure the best possible outcomes for pupils
 - Inducting and integrating new staff into the setting

- Working with HIMS to audit and improve the Early Years Centre
- **Responsibility for leading the curriculum of Early Years, including:**
 - Leading planning for learning and teaching of the Little Lions Curriculum
 - In liaison with Lower School Curriculum Coordinators, establishing and reviewing transition points within the curriculum.
 - Establishing effective observation, assessment and moderation practices
 - Maintaining currency of Early Years practice, pedagogy and provision to meet the differentiated needs of learners
 - Fostering, by example, a spirit of enquiry, curiosity and independent learning
 - Working with HIMS regarding group level initiatives
- **Responsibility for leading learning and teaching, pupil progress and attainment in Early Years, including:**
 - Fostering high expectations and standards
 - Regular review and moderation of pupil progress
 - Ensuring academic rigour is constant throughout Early Years
 - Using the HIMS tracker and Power BI to record and track pupil progress across the EYC, in line with the assessment calendar
- **Responsibility for the administration of Early Years, including:**
 - Holding and minuting regular meetings to exchange ideas and inform and develop best practice
 - In consultation with the Head of Lower School, managing the Early Years budget effectively and establishing resource requirements in line with evidence-informed strategic priorities
 - Ensuring the effective and efficient management of learning resources across Early Years
 - Organising and leading 'Celebration of Learning' in the Early Years
 - Developing and maintaining positive and effective professional relationships with peers, colleagues, parents and the wider School community
 - Leading external day trips, ensuring that health and safety guidelines are adhered to, and the relevant annual year group expedition
 - Working collaboratively to organise parent information sessions, reporting to parents, parents' evenings and parent events in School
 - Maintaining the presence of Early Years through the School website, app and social media
 - Liaising with the Director of Operations to ensure the School provision fully meets the needs of our pupils
- **As a member of the Senior Leadership Team, the role of Assistant Head includes:**
 - Attending Lower School Senior Leadership Team meetings and representing the Head at various internal/external meetings as requested
 - Contributing to whole School vision, strategy planning and review, ensuring that excellence remains central to decision making
 - Representing the agreed views of the Senior Leadership Team to the school community
 - Providing encouragement, support and assistance to colleagues at all levels
 - Building and maintaining effective relationships with the wider community so as to develop the reputation of Harrow School
 - Demonstrating and role modelling constructive and impactful leadership behaviours
 - Playing a full part in the life of the School community so as to support its vision and values of Humility, Honour, Courage and Fellowship
- **An effective contribution to pastoral care in the School, including:**
 - Acting as Designated Safeguarding Lead
 - Placing high importance on pupil wellbeing and development
 - Communicating and consulting with parents on any issues relating to the wellbeing and development of pupils
 - Maintaining 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-curriculum activity
 - b. Contributing to the School's co-curricular programme
- **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:

- 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
- Demonstrable experience of successful leadership relevant to the role
- Been identified as an outstanding classroom teacher
- A genuine passion for Early Years and a strong commitment to high standards in learning and teaching
- A commitment to the wellbeing and pastoral care of children
- Excellent interpersonal skills towards pupils, team members, parents and colleagues
- Excellent administrative, organisational, and ICT skills
- Interests and abilities that can enhance the School's Harrow Horizons programme

Experience:

- Experience of working in an Early Years setting
- 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 peers and colleagues
- Experience of leadership impacting on Early Years and whole School outcomes

Knowledge:

- Up-to-date knowledge of successful and innovative learning and teaching and the latest theoretical underpinnings of practice in Early Years

Personal Qualities:

- High levels of personal and professional integrity with strong personal values
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff, parents and colleagues
- Positive rapport with pupils
- High standards of personal presence and presentation with attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences and stakeholders

Attitudes:

- A team player with a reflective, reflexive and flexible approach to work
- Organised, energetic, positive and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Driven by solutions and not focussed on problems
- Committed to Harrow Hong Kong's ethos
- High expectations for pupil outcomes, personal and team's development and conduct
- Ambitious and aspirational for oneself, the Early Years team 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
- High levels of personal presentation, integrity and communication skills