



HARROW
INTERNATIONAL SCHOOL
HONG KONG

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 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: **Teacher of English for Academic Purposes (EAP)**

Job Purpose: To support pupils who are identified as needing specialist help in adjusting to the linguistic and cognitive expectations of the mainstream classroom at Harrow Hong Kong, employing EAL strategies, scaffolding and modifications, so that pupils can learn in, and through English while still learning English.

Start Date: August 2019

Reporting Line: Head of EAP

Job Description

Specific aims and key responsibilities are:

- **Responsibility for high standards of teaching and learning within the classroom, including:**
 - High expectations of pupils in every aspect of their work
 - Following departmental schemes of work effectively
 - Achieving excellent public examination results
 - Establishing effective methods of assessment of pupils' work and using them to enhance learning
 - Using rewards and sanctions effectively
 - Providing high quality written and verbal reports to parents
 - Keeping up-to-date with subject developments outside the school
 - Fostering a spirit of academic enquiry among pupils
 - 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

- **A contribution to the development of the EAP Department, including:**
 - Being actively involved in the development and creation of Schemes of Work, contributing to departmental teaching and learning tips by sharing ideas of best practice
 - Being actively involved in the teaching observation programme, providing and receiving constructive feedback as appropriate
 - Making a positive contribution to the EAP Department Co-Curricular programme

- Undertaking administrative tasks that are designated by the Head of EAP, thereby contributing to a sense of teamwork and aiding professional development
- Active involvement in any trips including residentials
- Liaising closely with the English and Humanities Departments to support written work in order for them to achieve in these subjects
- Working collaboratively with the IN Department for pupils who require both EAP and IN support
- **An effective contribution to pastoral care in the School, including:**
 - Being a non-resident Visiting 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) as designated by the Deputy Head – Pastoral Care and Boarding
 - 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
- **An effective contribution to the Super-Curriculum programme, including:**
 - Participation in the School's Super-Curriculum programme in one or more activities
 - Supporting the Leadership in Action Week
- **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 seek CPD opportunities that may arise from it
 - Participate in School-wide CPD initiatives and be prepared to share expertise in CPD programmes
- **Other responsibilities:**
 - Undertaking duties as the Head 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

The successful candidate will be likely to fit the following profile:

Qualifications:

- A degree in Education, English or Linguistics, with a specialisation in English as an Additional Language.
- A postgraduate teaching qualification, including QTS
- Evidence of further relevant professional development

Skills:

- A genuine interest in EAP and a strong commitment to high standards and a variety of approaches to teaching and learning
- The ability to teach Cambridge First Certificate in English, IGCSE English as a Second Language and IELTS.
- 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 Super-curriculum 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

Experience:

- Substantial and successful experience of teaching international pupils, with a particular strength in meeting the needs of EAL pupils
- A proven track record of delivering on academic performance
- Experience of collaborating with colleagues

Knowledge:

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives
- Up-to-date knowledge of the latest developments in Second Language acquisition strategies

Personal Qualities:

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