

# Head of Economics

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 1500 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 2020 and 2021 Spear's 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 and our pupils go on to some of the top universities across the world.

**Job Title:** Head of Economics

**Job Purpose:** To be responsible for the successful delivery of the teaching of Economics, ensuring all pupils fulfil their academic potential, ensuring that Economics has a strong profile in the School and is part of the Co-Curricular and Super-Curriculum programme.

**Start Date:** August 2023

**Reporting Line:** Assistant Head (Academic)

## Job Description

**In addition to the responsibilities of a Teacher of Economics, the specific aims and key responsibilities of this position are:**

- **Responsibility for leading and managing the Economics curriculum, including:**
  - Establishing and reviewing schemes of learning in the department and their use by staff
  - Ensuring that all pupils are thoroughly stretched and challenged
  - Ensuring that all pupils are thoroughly supported in their Economics. This includes reviewing and maintaining appropriate support programmes for those that struggling in Economics
  - Reviewing the public examination syllabuses offered in Economics at Harrow Hong Kong and liaising with the examination boards about syllabuses, examinations and results
  - Maintaining effective methods of assessment of pupils' work and analysing the results
  - Fostering, by example, a spirit of academic enquiry within the department
  - Providing appropriate, effective Co-Curricular activities and Super Curriculum activities and opportunities for different age groups as part of the Harrow Horizons Programme
  - Supporting the department with any administrative work
- **Responsibility for leading and managing the teaching and learning in the Economics Department, including:**
  - Keeping up-to-date with current trends in education and pedagogical developments in teaching Economics and ensuring that the teaching and learning in the department is of the highest standard through developing and implementing appropriate strategies
  - Promoting, where appropriate, the use of ICT in the classroom to improve learning outcomes
  - Providing an effective induction programme for new members of the department

- Monitoring the teaching and learning of the team to ensure full and effective delivery of the curriculum, providing coaching and support where appropriate and observing teaching as a matter of good practice and providing constructive feedback
  - Arranging for the observation of teaching as a matter of good practice and providing constructive feedback
  - Ensuring that teachers in the department use the School's rewards and sanctions effectively
  - Providing support to members of the department in all academic matters, including, for example, communication with parents and classroom discipline
  - Fostering high expectations of pupils in Economics studies with regard to learning and behaviour
  - 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
  - Maintaining full and informative records of pupil achievement and progress
  - Implementing and monitoring an effective common assessment system and coordinating and responding to the data generated
  - Making effective use of both internal and external pupil tracking data to monitor the academic progress of pupils and ensuring that appropriate interventions are in place to enable every pupil to achieve their potential
  - Facilitating leadership opportunities, enabling colleagues to take leadership of projects and initiatives to create a sense of teamwork within the department and aid professional development
  - Monitoring the consistency of internal grading, providing guidelines where appropriate, and monitoring the quality of written academic reports on pupils by department staff
  - Contributing to the department's timetable allocation
  - Keeping up-to-date with subject developments and implementing as relevant
- **Responsibility for the administration of the Economics Department, including:**
    - Managing communication with parents and House Parents
    - Holding and recording the minutes of regular departmental meetings to exchange ideas, and inform and develop good practice
    - Producing an annual analysis of public examination results for review with the School's Senior Leadership Team
    - Managing the departmental budget and resources effectively
    - Writing and maintaining all departmental publications, the department's VLE and departmental contributions to the School's social media platforms
    - Managing cover arrangements and lesson materials in the event of absence within the team
    - Managing all exam entries for Economics
    - Planning assessments including, but not limited to Mock Examinations and End of Year exams, and organising their administration, moderation and subsequent use of data
    - Ensuring that all members of the department are aware of the relevant Health & Safety practices as outlined in the School's Health & Safety Policy
    - Advising pupils with options choices relevant to the subject and with university applications and supporting them in preparing for their applications
    - Leading, accompanying trips and visits organised by the department and ensuring adherence to the school's trip policy
    - Managing the PPR process for members of the Economics Department
- **An effective contribution to pastoral care in the School, including:**
    - Being a 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 Principal Deputy Head (Pastoral and Wellbeing)
    - 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
- **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 as part of the AISL Academy Programme
    - Participate in School-wide CPD initiatives and be prepared to share expertise in CPD programmes
    - Contribute to the Harrow Horizon's programme, by participating in the School's Super Curriculum and Co-Curricular programme in one or more activities

- **Other responsibilities:**
  - Undertaking duties as the Head of School 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.

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:**

- A genuine interest in Economics and a strong commitment to high standards and a variety of approaches to teaching and learning
- The ability to lead, inspire, motivate and support pupils and colleagues
- An outstanding classroom practitioner
- A commitment to the wellbeing and pastoral care of children
- 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 *Educational Excellence for Life and Leadership* in relationships with pupils, teachers and parents
- The ability to work in a successful and dynamic school
- Interests and abilities that can enhance the School's Super-Curriculum Programme
- Excellent organisational, administrative and IT skills

### **Experience:**

- The ability to be identified as an excellent classroom teacher and have some experience of successful management of or within an academic department
- A proven track record of leadership, impacting on whole school outcomes
- 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 relationship and personal boundaries
- Experience of collaborating with colleagues
- Experience of analysing whole school data and using it to inform whole school planning and development

### **Knowledge:**

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

### **Personal Qualities:**

- A dynamic leader and effective manager
- 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 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
- Committed to representing the School's vision
- 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