

Deputy Head (Co-Curricular and Organisation)

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 and CARFAX 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, Harvard, Stanford, Yale, Princeton University, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Job Title: Deputy Head (Co-Curricular and Organisation)

Job Purpose: The Deputy Head will be responsible for the strategic development of the Harrow Horizons Programme and further development of the School's strategic to be a leading school in Asia.

To ensure the smooth running of the day-to-day operations of the School.

To foster the academic achievement and personal development of Harrow Hong Kong pupils.

To inspire staff and pupils to aim high and to support and equip them to be the very best they can be.

Start Date: August 2024

Reporting Line: Principal Deputy Head (Curricular)

Job Description

The specific aims and key responsibilities of this position are:

- As a member of the Senior Leadership Team, assuming a general responsibility for the effective leadership and development of the whole school strategic aim, including:
 - Line managing Academic departments
 - Involvement in the recruitment of Teaching and Educational Support Staff

- **Leading and managing the range and quality of all activities in the Super-Curriculum Programme and the Co-Curricular Programme, including:**
 - Ensuring that the School provides a wide range of opportunities for pupils to participate in Super-Curriculum and Co-Curricular activities to meet the strategic aim of the programme
 - Working with House Parents and tutors in monitoring the Super-Curriculum and Co-Curricular participation of all pupils, ensuring the provision meets the needs of boarders and day pupils
 - Monitoring the performance of pupils, teachers and external specialists involved in delivering the Super-Curriculum and Co-Curricular programme
 - Leading on the contract renewal for External Providers ensuring quality and value for money
 - In liaison with the Head of Charities and Community Service, providing an extensive range of opportunities for service and charity fund-raising throughout the year
 - Liaising with the Head of Pupil Leadership and members of the teaching staff to develop an extensive range of competitive and collaborative opportunities for activities with appropriate schools and organisations in Hong Kong and overseas, including the Harrow family of schools
 - Liaising with the Director of ICT to ensure a smooth and efficient sign up process for parents and pupils
 - Liaising with the Deputy Head of Lower School to ensure a balance and breadth of opportunities throughout the School ensuring a clear flightpath for pupil development
 - Developing a system to assess and measure the impact of the SCA and CCA Programme and how this can be reflected on by pupils and reported on by teachers
 - Working with the Head Boy and Head Girls to coordinate the annual Societies Programme, ensuring the pupils are supported in leading their society, that they are highly publicised and have high attendance
- **Leading development and policy making on Super-Curriculum and Co-Curricular activities, including:**
 - Coordinating and monitoring initiatives in the Upper School that provide effective opportunities in the Harrow Horizons Programme to develop the Educational Excellence for Life and Leadership attributes
 - Planning the development and implementation of the Harrow Hong Kong Diploma for the different phased across the school
 - In liaison with the Head of Pupil Leadership, keeping up to date with local and international initiatives related to Super-Curriculum and Co-Curricular activities, and advising the Head and Governors on developments
 - Overseeing the selection of and liaison with the School's six nominated charities each year
 - Sitting on the Committee of Friends of Harrow
 - Line managing academic departments along with other members of the Senior Leadership Team, as well as line management of the Head of Charities and Community Service and the Head of Pupil Leadership
 - Working with the Head of Pupil Leadership to oversee and ensure excellence in the Duke of Edinburgh Programme
 - Programming, leading and hosting the Speakers' Forum Programme, ensuring this is successfully marketed and communicated to our school community and considering how this can link with and elevate the four pillars of the School
 - Conduct training with new staff joining the school, as part of their induction, to support them in delivering excellence as well as with the Gap Tutor who annually join the School
 - Working with 8billionideas and overseeing the role of the School's external Director of Entrepreneurship to ensure there is a clear enterprise pathway within our SCA and CCA programme, embedding enterprise SCAs and CCAs for Year 1 to Year 13 as well as overseeing annual enterprise days across the school
 - Working with and line managing, the Head of Scholars and Community Service ensuring the Scholars Programme forms part of the academic strand of the Harrow Horizons Programme
 - Lining managing the Chief Innovation Officer(s) and overseeing the Spark Platform, ensuring ideas are successfully and strategically fed back to SLT and implemented where suitable
 - Creating and facilitating outreach opportunities for the school, including, and not limited to, working with other local primary and secondary schools
 - Building community links in Hong Kong and within the family of Harrow Schools ensuring Harrow Hong Kong participates, and leads, a wide range of opportunities outside of the school

- **Responsibility for the Preparation for University strand within the Harrow Horizons Programme including the Oxbridge and Ivy League Programme, and supporting the development of the Careers Programme:**
 - Working with the Assistant Head (Sixth Form) and the Sixth Form Team to implement and oversee an innovative and forward thinking Oxbridge and Ivy League Programme, supporting our Preparation for University programme and working towards increasing our entry numbers into the top universities
 - Developing pathways within our Sixth Form Harrow Horizons programme which strategically give the pupils the skills required on their journey to university to prepare and enable them to study their desired degree at the university of their choosing
 - Ensuring our Sixth Form pupils have a broad and diverse range of opportunities outside of the curriculum through the Harrow Horizons Programme, developing their interests and skills and making sure they are university ready
 - Working with the Assistant Head (Sixth Form) and the Sixth Form Team to ensure the Harrow Horizons Programme supports and compliments the School's careers programme
 - Within the Harrow Horizons Programme, overseeing a programme which focuses on Public Speaking and Interview technique to ensure pupils are prepared for the university application process

- **Responsibility for the communication and administration to promote the Harrow Horizons Programme, including:**
 - Liaising with the Director of Communications and Development regarding the production of the termly and yearly Harrow Horizons Booklet to ensure that its contents are accurate and representative of a broad range of opportunities across a number of disciplines
 - Producing literature on Super-Curricular and Co-Curricular activities for parents and pupils
 - Liaising with the Head of Communications regarding the production of the Societies brochure to ensure that its contents are accurate and representative of a broad range of opportunities which are pupil led
 - Managing the Super-Curriculum and Co-Curricular activities budget
 - Managing the Co-Curricular activities entries in the School Calendar
 - With the Deputy Head (Pastoral and Wellbeing), planning the Tuesday Evening School programme and overseeing the organisation of the events
 - Maintaining an active web presence for Super-Curriculum activities on the School website
 - In liaison with the Deputy Head (Academic), managing the deployment of Upper School teaching staff to SCA periods in the timetable and monitoring workloads
 - In liaison with the Director of ICT, ensuring effective set up and allocation of pupils to SCA periods
 - Coordinating the before school, lunchtime and post-School Co-Curricular programme
 - Working with the Head of Pupil Leadership, overseeing the House Competition Programme and ensuring the dates are entered into the School Calendar
 - Analysing Super-Curriculum activity staffing levels and advising the Head on future requirements
 - Preparing regular reports for the Head and Governing Body on the Harrow Horizons Programme, Expeditions, Trips and Visits
 - Working with the Admissions department, successfully induct new pupils who join the school into the Harrow Horizons programme

- **Overseeing the School's Trips and Visits Programme, including, in liaison with the Head of Pupil Leadership:**
 - Ensuring effective planning and staffing of all expeditions, including an annual list of expeditions published to parents
 - Careful planning, communication and staffing of the Leadership in Action Week for Years 6 - 13
 - Supporting the Head of Pupil Leadership to ensure that all day trips are compliant within the Trips and Visits policy
 - Ensuring compliance for all day and residential trips in the Upper School, including ensuring up to date training is in place for the Upper School and Lower School Educational Visits Coordinators (EVC)

- **Responsibility for the smooth, efficient and safe execution of changes to routine at the School, including:**
 - Overseeing all routine events and the smooth and efficient running of the School, including Assemblies
 - In liaison with the Principal Deputy Heads, overseeing all changes to routine and special events, such as the beginning and end of term arrangements
 - Coordinating whole school events including, but not limited to, the Carol Service, The Long Ducker and Speech Day
 - Leading on, and working with Staff across the Lower School and the Senior School to coordinate term dates, calendar entries and room bookings, ensuring that the school term is carefully planned, anticipating issues and liaising and advising staff as required
- **Line managing the Head of Scholarships and Bursaries:**
 - Overseeing that there is a clear strategic plan in the Scholarship and Bursaries department
 - Working with the Head of Scholarship and Community Service to ensure a streamlined process that fulfils the requirements set out for the School
 - Overseeing the Scholarship Programme and ensuring all of our Scholars have a bespoke programme which challenges, stretches and develops them to fulfil their full potential and beyond
 - Overseeing the application process for Scholarships at the school ensuring it delivers a good pupil experience
 - Overseeing the annual AISL Scholarship, ensuring the AISL Scholars are fully immersing themselves in the opportunities presented to them within the School and celebrating their successes
 - Overseeing the Competition Programme for the Scholars, ensuring they are participating in local, national and global competitions which will stretch and develop them
 - Ensuring the success of our Scholarship pupils is celebrated through assemblies and internal and external communication as well as on our social media channels
 - Strategically increasing opportunities for the school to encourage potential bursary pupils to apply and successfully gain a place at the school through masterclasses, taster lessons and outreach work amongst other initiatives, increasing the number of bursary pupils applying for the school
 - Acting as an ambassador for the School in a local, national and international context and attending internal and external events in relation to Scholarships and Bursaries when required
- **Leading and coordinating the weekly Upper School Assemblies:**
 - Planning the annual assembly schedule, ensuring all Houses get the opportunity to perform a House assembly
 - Quality assuring materials submitted for assembly and ensuring the assembly is appropriate, formal and high quality each week
 - Finding opportunities for pupil leadership through assemblies
 - Celebrating pupil achievements through the weekly assembly
 - Working with the Performing Arts Technicians and Pupil Technicians so they can support the needs of the weekly assembly
 - Coordinating with the Music department to organise the entrance music to assembly each 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 and Harrow 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:**
 - Implementing safeguarding procedures at the School
 - 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 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:

- Experience of line managing academic departments
- The ability to be identified as an excellent classroom teacher and have experience of successful leadership of or within an academic department or Pastoral leadership within a School
- 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:

- An understanding of the business functions of the school
- Experience and ideas as to how to ensure that the School's Admissions and Communication process is efficient, effective and in line with the School's aims and vision
- 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 Harrow Hong Kong's ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to representing the SLT's strategic vision for the School
- 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