

Head of Lower School Music

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 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 most prestigious 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.

The Music Department at Harrow Hong Kong is well-established and features four specialist classrooms (two equipped with a suite of 30 iMacs with Logic and Sibelius software), 16 practice rooms, a large rehearsal room and a department office. In the Upper School, all pupils study Music in Years 6, 7, 8 and 9 and it is taken as an option at GCSE and A Level (the Edexcel specification is followed for both). The Music Department comprises six full-time academic teachers, including the Director of Music, Head of Upper School Music and Head of Lower School Music, who will work across the 4-18 age range, along with a Music Administrator and full-time Music Technician. In addition, there are around twenty Visiting Music Teachers who are line-managed by the Director of Music. Each year, the department organises many concerts, recitals and competitions involving choirs, orchestras, small ensembles and soloists.

Job Title: Head of Lower School Music

Job Purpose: To be responsible for academic music in the Lower School and to help develop and lead a rich variety of opportunities through the academic curriculum, our Super-Curriculum and our Co-Curricular Music programme inspiring, encouraging and empowering our pupils to achieve their very best in the learning of Music.

Start Date: January 2025

Reporting Line: Director of Music

Job Description

Specific aims and key responsibilities are:

- **Responsibility for the development and management of the Music curriculum in the Lower School, including:**
 - Developing and delivering schemes of work for seven year groups, from Early Years to Year 5
 - Managing the teaching of all Lower School music teachers, including those on Upper School contracts

- Being an advocate for Music and actively promoting it to teachers, pupils and parents
- Liaising with the Director of Music to produce short, medium and long term plans to develop Music in the Lower School
- Liaising with Music teachers to monitor coverage, continuity and progression of the Music curriculum
- Establishing effective relationships with parents and informing them of developments and practices relating to the teaching and learning of Music
- **Responsibility for monitoring pupil progress in Music throughout the Lower School, including:**
 - Under the Deputy Head of Lower School, planning, preparing and reviewing the curriculum as part of the Early Years team
 - Keeping up-to-date with subject developments outside the School and bringing them to the attention of colleagues
- **Responsibility for the development and management of Super-curriculum and Co-curricular Music in the Lower School, including:**
 - Co-ordinating the delivery of weekly singing assemblies for the Lower School, in conjunction with the Head and Deputy Head of Lower School
 - Working with the Director of Music, managing the provision and staffing of the Harrow Horizon Music Programme
 - Organising and delivering at least one Lower School concert per term, in liaison with the Director of Music
 - Supervising the organisation and arrangement of music for the Early Years Nativity, in liaison with the Assistant Head – Early Years
 - Liaising with the Head and Deputy Head of Lower School, as well as the Director of Music, leading on any musical productions/shows throughout the year, including the Year 5 Show and Carols by Candlelight
 - Building links with the wider community through arranging performances outside of School, or hosting and collaborating with other groups
 - Developing opportunities for Lower School pupils to perform in assemblies
- **Responsibility for the effective development of staff in teaching Music throughout the Lower School, including:**
 - Providing support and guidance to teaching staff and teaching assistants in selecting the most appropriate learning objectives, teaching and learning methods, and resources to meet the needs of pupils of different levels of ability
 - Liaising with the Head and Deputy Head of Lower School as well as the Head of Individual Needs to evaluate the teaching and learning of Music through monitoring activities and using this analysis to identify effective practice and areas for improvement
 - Establishing and maintaining effective working relationships with classroom teachers, other Curriculum Coordinators and Year Group Leaders to develop cross-curricular links and creative approaches to learning
- **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 genuine interest in Music and a strong commitment to high standards and a variety of approaches to teaching and learning
- 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 Educational Excellence for Life and Leadership in relationships with pupils, teachers and parents
- The ability to work in a successful and dynamic school
- Strong keyboard skills would be preferable

Experience:

- 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

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