

Deputy Head of Harrow Hong Kong Little Lions School (Early Years)

September 2025 sees the opening of a satellite Early Years Centre in the Kai Tak area of Hong Kong. Harrow Hong Kong Little Lions will be housed in a new development on Kwun Tong Road and will educate approximately 230 Nursery and Reception pupils in purpose-built classrooms with an outdoor play area and shared learning spaces. The pupils will have priority entry to Year 1 on the Harrow Hong Kong Gold Coast site. This is an exciting development for 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 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 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, Princeton, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Job Title: Deputy Head of Harrow Hong Kong Little Lions School

Job Purpose: To support operational and strategic leadership at Harrow Hong Kong Little Lions School and fulfil the School's vision of Educational Excellence for Life and Leadership.

The Deputy Head of Harrow Hong Kong Little Lions School will be a class-based member of the Harrow Hong Kong Little Lions School Senior Leadership Team and report directly to the Head of Harrow Hong Kong Little Lions School.

Working closely alongside the Head of Harrow Hong Kong Little Lions, the successful candidate will assist in the establishment, development and ongoing evaluation of Early Years provision, maintain a vibrant learning community where pupils, their families, and staff thrive and act as a role model in practice.

Start Date: August 2025

Reporting Line: Head of Harrow Hong Kong Little Lions School

Job Description

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. 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 from the line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

Key responsibilities are:

- Deputising for the Head of Harrow Hong Kong Little Lions School in their absence
- Actively ensuring the vision of Educational Excellence for Life and Leadership for the School is clearly articulated, shared, understood and acted upon effectively by all
- Acting as a role model of excellence, by imbuing the Harrow values and promoting high expectations for all members of the Little Lions community
- Taking a leading role in the continual improvement across Early Years through modelling best practice and inspiring, supporting and challenging others in their practice
- Working with the wider Lower School Leadership Team in developing and monitoring the school development plan
- Assisting in the induction of all new members of the team

Specific aims are:

- **Supporting the strategic leadership at Harrow Hong Kong Little Lions School:**
 - Assisting in the decision making and policy development across the phase with regards to academic, pastoral and staff development matters
 - Demonstrating the Harrow Values and the School vision in everyday work and practice
 - Motivating and inspire the staff body to maintain high levels of confidence and morale across the kindergarten, at all levels
 - Securing the commitment of parents and the wider community to the vision and direction of the school
 - Monitoring, reviewing and evaluating the efficacy of relevant policies, priorities and targets within the kindergarten and suggest / take action where necessary
 - Taking part in the planning and delivery of parent workshops as appropriate
- **Leading learning and teaching:**
 - Setting a model of excellence in classroom practice, within an international setting
 - Using experience and knowledge to promote best practice by effectively promoting all areas of the Little Lions Curriculum through the agreed pedagogical approach of the kindergarten
 - In collaboration with the Head of Harrow Hong Kong Little Lions School, monitor standards of provision across the kindergarten to ensure maximum impact on progress and attainment for all pupils. Provide supportive and constructive feedback to members of the teaching team to maintain a culture of continuous improvement
 - Undertaking continuous evaluation and improvement when planning for the delivery of the Little Lions curriculum
 - Monitoring pupil progress and attainment across the phase, supporting pupil progress conversations and using available data to plan for next steps for pupils, staff and pedagogy
 - Seeking opportunities for inter-school collaboration and cross-Group moderation
 - Participating in the PPR appraisal process and attend review meetings where necessary
 - Taking responsibility for own professional development to ensure currency in practice, pedagogy and leadership
- **In collaboration with the Head of Harrow Hong Kong Little Lions School, assist with the effective organisation and management of Harrow Hong Kong Little Lions School:**
 - Supporting with day-to-day management of the kindergarten including arrangement of cover and duties when needed
 - Working alongside the Head of Harrow Hong Kong Little Lions to manage the Early Years calendar and develop a suitable and effective timetable for the kindergarten
 - Developing and maintain strong, positive relationships with relevant team members at Harrow International School Hong Kong to establish and maintain connection and consistency across the two sites
 - Supporting with the management, monitoring and review of academic resources to ensure impactful promotion of all curriculum areas within classrooms and shared learning spaces (indoor and outdoor)
- **Promoting Harrow Hong Kong Little Lions School in the community:**
 - Be an advocate for the vision of Harrow Hong Kong Little Lions School in the wider community
 - Actively establish positive relationships with parents, carers and all other guests and visitors to the kindergarten / school
 - Supporting and attend all major school events, playing an active role in the corporate life of the school

- **As a member of the Harrow Hong Kong Little Lions School Senior Leadership Team:**
 - Attending Harrow Hong Kong Little Lions School Senior Leadership Team meetings and represent the Head of Harrow Hong Kong Little Lions School at various internal/external meetings as requested
 - Representing the agreed views of the Senior Leadership Team to the school community
 - Providing encouragement, support and assistance to colleagues at all levels
 - Assisting in the monitoring of teaching and learning across the school
 - Building and maintaining effective relationships with the wider community to develop the reputation of Harrow School
 - Demonstrating and role model constructive leadership behaviours
 - Playing a full part in the life of the school community so as to support its particular vision and values
- **Other responsibilities:**
 - Implementing safeguarding procedures at the School
 - Class Teacher responsibility alongside the post of Deputy Head of Harrow Hong Kong Little Lions School
 - Ensuring compliance with relevant health and safety regulations for all Early Years stakeholders
 - Undertaking duties as the Head of School, Head of Lower School, Head of Harrow Hong Kong Little Lions School or their 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 relevant and challenging continuing professional development

Skills:

- A commitment to the wellbeing and pastoral care of children
- High levels of personal and professional organisation, integrity, discretion and confidentiality
- Excellent communication skills
- Effective use of current and emerging technologies to enhance the educational offering and administration of the school

Experience:

- Record of excellent personal success as a classroom teacher and a passion for child development
- Experience of developing and implementing plans which have a positive impact on pupil outcomes
- Track record of highly successful classroom teaching which integrates digital technologies to enhance teaching and learning
- Evidence of leading successful whole phase initiatives
- Experience in successfully leading teams
- Experience in the management and deployment of staff and resources

Knowledge:

- Knowledge and understanding of child development and its impact on learning and behaviour
- Knowledge and understanding of promoting positive behaviour in a developmentally appropriate manner
- Up-to-date knowledge of issues surrounding young people and a proven track record of delivering on wellbeing initiatives

Personal Qualities:

- A passion for excellence and a commitment to the ongoing development and implementation of the school's vision
- 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 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
- High levels of personal presentation, integrity and communication skills