



HARROW
INTERNATIONAL
SCHOOL
HONG KONG

2024-25

RECRUITMENT BOOKLET

Educational Excellence *for* Life and Leadership



MESSAGE FROM THE HEAD

Thank you for the interest you have shown in Harrow International School Hong Kong.

Choosing the right school in which to develop your career is one of the most important decisions you will have to make, especially when this may involve moving to a new country.

Harrow School in London was established in 1572 and over the past 450 years has grown into one of the world's most renowned schools, educating generations of inspirational world leaders. Harrow Hong Kong opened its doors in 2012 and its objective was to embed elements of philosophy and practice from Harrow School in London to bring together the best of western and eastern traditions. We are a modern, progressive and dynamic school offering an unparalleled British education in the wonderfully unique setting of Hong Kong.

Currently, there are around 250 members of the Common Room, which includes teachers, teaching assistants, educational support staff, matrons and gap tutors. We are proud of our diverse staff body whose experience has been gained both in schools in the UK and internationally. We work together with the shared aim to provide an outstanding education for our pupils.

Whilst our academic results are some of the best across the world, we believe that success is also measured by one's influence on the world and being willing to learn, lead, create, compete and care are a fundamental aspect of a Harrovian education. We place great emphasis on the professional development of our staff and have a bespoke CPD programme whilst offering opportunities for staff to participate in group wide activities as part of the Harrow Academy where colleagues from schools such as Harrow London, Appi, Bangkok, Beijing, Chongqing, Haikou, Nanning, Shanghai, Shenzhen and Zhuhai meet together to share ideas, experiences and expertise.

Staff and their families joining the School follow a comprehensive induction programme in order for them to familiarise themselves with the School and Hong Kong. There are a range of social events organised by the Common Room Committee from trips on a Junk to Friday Feasts!

I do hope that you will consider joining the Harrow Hong Kong team; we look forward to receiving an application from you.



Ann Hayden

Head

HOW TO APPLY

Please complete our online application form by clicking on the link:

harrowschool.hk/theschool/work-at-harrow.

For any queries relating to the role or your application, please email

recruitment@harrowschool.hk.

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.



EQUAL EMPLOYMENT OPPORTUNITIES

Harrow International School Hong Kong is an Equal Opportunity Employer. We are committed to providing an environment of mutual respect, where equal employment opportunities are available to all irrespective of race, religion, political view, nationality, age, gender, pregnancy, breastfeeding, disability, marital status, familial status, sexual orientation, gender identity, gender expression, genetic information and any other characteristic protected by the Equal Opportunities Commission and all other applicable ordinance.

The School embraces diversity and inclusion, believing it to be key to our success as an International School, and we seek to recruit, train, promote and retain high calibre staff from a diverse and inclusive candidate pool.

The School will not tolerate discrimination, harassment, vilification or victimisation of any kind and any behaviour of this nature should be reported to the Director of Human Resources immediately. Any reports of this behaviour will be treated very seriously and will be considered under the School's Disciplinary Policy.



THE SCHOOL

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.

Harrow Hong Kong is structured into a Lower School and an Upper School. The Lower School includes the Early Years Centre (K1 and K2) and the Pre-Prep School (Y1-Y5). The Upper School consists of the Prep School (Y6-Y8), the Senior School (Y9-Y11) and the Sixth Form (Y12-Y13).

Weekly Boarding is available to Upper School pupils. There are four Prep School Houses for boys (one of which is a 'Day' House) and three for girls, four Senior School Houses for boys, one of which is a 'Day' House and four Senior Houses for girls, two of which are 'Day' Houses.

EXAMINATION RESULTS 2023

GCSE

46%

At the highest level 9

73%

At 9-8/A*

87%

Of all Grades 9-7 A*-A

A LEVEL

37%

At A*

70%

Of all grades A*-A

90%

At A*-B

VISION, MISSION AND VALUES

VISION

Educational Excellence for Life and Leadership

The School's vision is for pupils at Harrow Hong Kong not only to achieve outstanding academic results, but also develop the motivation, skills and determination to make a positive difference to the world in which they live.

MISSION

The School's mission is to promote Educational Excellence for Life and Leadership through an outstanding education that blends elements of philosophy, practice and tradition from Harrow School with an awareness of the cultural context of Hong Kong and the needs of its international community.

The key characteristics are:

- High levels of academic achievement with significant value-added academic performance, leading to top public examination results and entry to prestigious universities across the world as well as enabling pupils to develop the essential 21st century skills through their learning.
- A diverse, high quality Harrow Horizons programme that inspires a desire for excellence and a breadth of activities. Distinctively, it includes the Super-Curriculum, which is integrated into the school timetable for all pupils, supported by opportunities for further enrichment outside the timetable.
- High quality pastoral care, with a strong boarding ethos and House system at its heart, that promotes an inclusive school community in which its members feel happy, secure and valued, and that places emphasis on the personal formation of the character of each pupil. Supporting this is a bespoke personal, social and health education programme called Facing Challenges that encourages the development of resilience and a positive, solution-focused approach to any challenge.

Leadership, of course, is a core Harrovian quality and some of the great Old Harrovians, such as Winston Churchill, Nehru and King Hussein of Jordan are renowned for providing profound leadership at significant points in modern history. We aim to equip and challenge Harrow Hong Kong pupils to use their knowledge, skills and talents to make life better for other people in their community and the wider world through developing six key Leadership Attributes:

- Contributing positively to the community
- Applying knowledge with compassion
- Solving problems collaboratively
- Solving problems creatively
- Making fair and just choices
- Facing challenges with determination

With input from teachers, pupils and parents, a social vision statement was created to outline the expectations of how members of the school community are expected to treat each other:

A caring, respectful community in which everybody thrives

This social vision statement goes to the heart of the leadership attributes and the modelling of them in the Harrow Hong Kong community. It also provides a framework for teachers, pupils and parents in all their interactions with each other.

Harrow Hong Kong aims to embed opportunities for each pupil to acquire the Leadership attributes in all aspects of school life, including the types of learning experiences which teachers prepare for pupils in the classroom, the academic curriculum itself, the Harrow Horizons programme, including the Leadership in Action programme, and opportunities to take on leadership roles both within and outside the school community.

VALUES

In any organisation – be it a school, a company, or even a family – strong and clearly expressed values create identity, focus, unity and drive, answering the questions ‘what do we belong to?’, ‘what’s important to us?’, ‘what holds us together?’ and ‘why do our collective efforts matter?’ At Harrow, our values help us to make decisions on a daily basis that mean we behave and perform better, inspiring us to try harder as individuals, so that collectively we thrive.

- **Courage** encourages us to innovate and take risks, inspiring change for the better. It means challenging adversity and complacency, making the most of opportunities, putting fear of failure to one side and staying the course, even when it is difficult.
- **Honour** is about doing the right thing, having the highest standards and leading by example. It involves taking responsibility and, ultimately, is what makes us worthy of the trust of others.
- **Humility** asks us to recognise that one’s self is a work in progress and that struggling with one’s weaknesses is essential to growth. Humility increases our awareness that talent and achievement alone, however impressive, are not sufficient to succeed as a human being – and that none of us is at the centre of the universe.
- **Fellowship** means building binding, constructive relationships that help us all to make a positive contribution. This is resonant with our belief that the strongest relationships of all are based on faith, hope and love.

Our four values link closely to our Christian foundation and the principles of ‘Godliness and good learning’ established by our founder, John Lyon. In our context, their meanings are replete with much more than their dictionary definitions, just as the word ‘Harrow’ means more than just a school. Outwardly, they give a sense of the distinctive quality of Harrow School and express what we think is important. A school that values courage, honour, humility and fellowship is a school at its best: one deserving of the name Harrow.

OUR FACILITIES



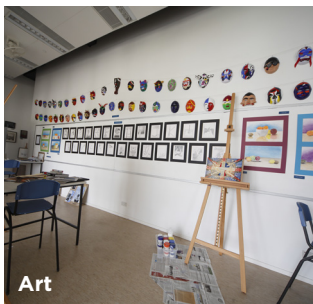
Astro Pitch



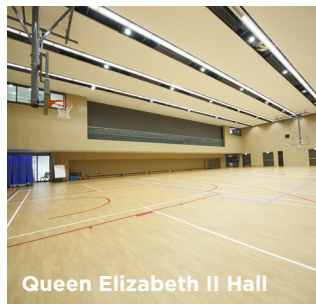
Music



Dance Studio



Art



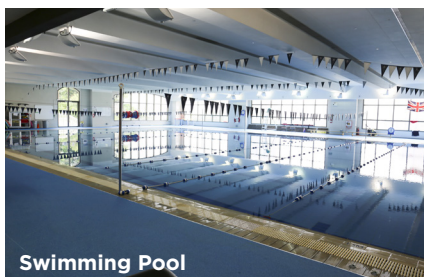
Queen Elizabeth II Hall



Library



Science



Swimming Pool



Kadoorie Dining Hall



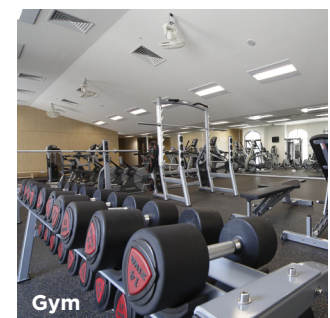
Girls' Common Room



Girls' Bedroom



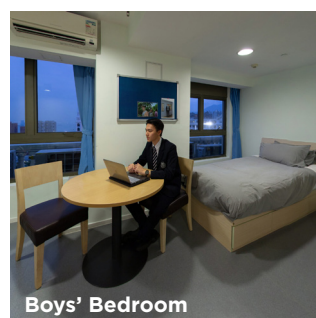
Shakespeare Studio



Gym



Boys' Common Room



Boys' Bedroom



STEAM Centre

WORKING WITH US

- The opportunity to be part of a supportive, forward thinking and motivated staff team
- A comprehensive Staff Induction Programme and Professional Development opportunities
- Excellent working environment with dedicated staff working areas and ICT facilities
- The opportunity to use school facilities such as gym, swimming pool, sports courts, library, etc.
- Medical insurance
- Work from Monday to Friday, from 0800 to 1700 during term time and 0800 to 1500 during term break
- 15 days annual leave per annum or as stipulated in employment contract, increased depending on the length of continuous service
- Paid Leave including general holidays, Privileged Leave, Sick Leave, Time off in lieu, Parental Leave, Leave for Personal Reasons, Leave for Jury Service
- Complimentary school lunch
- Complimentary shuttle bus to and from work
- Opportunity to get involved in Co-curricular activities such as golf, music, Duke of Edinburgh expeditions
- The opportunity to get involved in the Staff Common Room Social Programme such as tram parties, stepping up challenges, quiz nights, summer parties and clothes swap
- Access to high quality professional development courses via the Harrow Academy, work shadowing or Group Networks



WHAT OUR STAFF SAY

Natalie Cheng | Administrative Assistant - Receptionist

I have been working with Harrow for over a year and which has absolutely changed my life. Harrow's respectful and supportive working environment motivates staff to grow and thrive. Harrow is so different to my past job that given much positive feedback. The unique multicultural background opens the opportunity for me to meet new friends and improve my communication skills.

It's my honour to work in Harrow. As a receptionist, I am always happy to make the best impression to everyone.



Lucy Yapp | PA to the Senior Leadership Team

Harrow, one of the leading School in Asia as indicated in The Spear's Index in Aug 2022 has been my second home developing me as professional and true leader in my career.

I was thrilled to join Harrow as Transport Coordinator. This was extremely challenging and I must face any difficulty with courage and determination and to go beyond and above the duties which I have enjoyed thoroughly.

For the past 5 years and moving forward, I am assisting with Harrow Horizons. More than 1000 pupils register for this Super-Curriculum activities which develops them with leadership attributes. I watch our pupils with excitement as they learn and grow with the leadership skills contributing to the world and I look forward enthusiastically to what the next chapter hold for me here.



Kitty Yau | Human Resources Officer and PA to the Director of Human Resources

I feel very lucky to have had the opportunity to be part of the Harrow community. I first started working in the Early Years Team as an Administrator and I have gained so many wonderful memories working with the Teachers and colleagues. I have also built good relationships with our parents, supporting them throughout their child's time at school.

I left Harrow after 2 years but later I was given an opportunity to further my career by working for the Operations and Human Resources Team, a completely different role after working in the Early Years. I have learnt so much and I really enjoy providing support to the new staff with their transition to Hong Kong and to make them feel like coming back home.

I have incredibly supportive colleagues and I am very proud to be part of the team. During the past few years, we have truly shown compassion for one another, and we have become stronger together. I am grateful I broadened my career path and returned to Harrow and will continue to do so.



WHAT OUR STAFF SAY

Michelle Lee | Early Years Centre Administrator and Friends of Harrow Coordinators

I was fortunate to join the Harrow community 4 years ago and working here has been fun and extremely rewarding. Every day starts with lots of friendly smiles and I truly appreciate all the individual and team efforts, as well as the positive vibes that our community encompasses. From all staff including our Facilities Management, Catering and Health Care Centre teams, everyone works together to achieve the same goal, that is to create an excellent environment for our pupils to strive. I also enjoy taking part in various school events that are held throughout the year which brings our pupils, parents, staff and local communities together.







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