

# Lower School Teaching Assistant

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 the 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.

<b>Job Title:</b>	<b>Lower School Teaching Assistant</b>
<b>Job Purpose:</b>	To assist the class teacher to inspire, encourage and empower our pupils to achieve their very best and to become independent and accomplished learners.
<b>Start Date:</b>	August 2025
<b>Reporting Line:</b>	Respective Year Group Leaders, oversee by the Deputy Head of Lower 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.

### Specific aims and key responsibilities of this position are:

- Supporting pupils with their learning under the guidance of the class teacher
- Modelling and encouraging high standards and expectations
- Maintaining professional conduct all the time
- Working collaboratively with the Year Group Team to ensure the best outcomes for all pupils
- Supporting the delivery of excellent pastoral care in the Lower School
- Helping with the creation of displays and resources
- Undertaking administrative duties as directed by class teachers
- Liaising closely with the class teacher on pupil progress
- Supervising duties of children at break times and after school
- Participating in training available to gain a better understanding of the programmes offered to the pupils
- In Early Years, supporting the PE lessons including swimming every week
- Implementing, embedding and improving safeguarding procedures at the School

- Undertaking duties as the Head of School or a 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:**

- Higher diploma or above

### **Skills:**

- Excellent communication skills in English (Speaking, Listening, Reading and Writing)
- Have the ability to translate Harrow Hong Kong's vision to be a leading school in Asia into reality
- Excellent organisational, administrative and IT skills

### **Experience:**

- Previous experience in a similar role is preferred, but not essential
- Experience of collaborating with colleagues

### **Knowledge:**

- Computer literate

### **Personal Qualities:**

- Native English speaker or near native English speaker
- 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

### **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 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

**All applicants should have in place the right to work in Hong Kong**