

Deputy Head (Pastoral, Boarding and Safeguarding)

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. Since 2020, Harrow Hong Kong has featured as one of the top 150 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's and CARFAX Index. 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 (Pastoral, Boarding and Safeguarding)

Job Purpose: The Deputy Head (Pastoral, Boarding and Safeguarding) is a member of the Upper School SLT and reports to Head of Upper School on all matters relating to safeguarding, boarding, pastoral care and wellbeing. The role involves working closely with the Assistant Head (Prep School, Pastoral and Wellbeing), the Assistant Head (Senior School, Pastoral and Wellbeing) and the Housemasters and Housemistresses, to ensure we deliver excellence in safeguarding, pastoral care, wellbeing and boarding, both strategically and operationally. The Deputy Head (Pastoral, Boarding and Safeguarding) is the Designated Safeguarding Lead and a crucial part of our Safeguarding Team. In addition, an important part of the role is a focus on developing the pastoral and boarding programme to ensure the development of the school values, leadership attributes and Essential Skills, to ensure we achieve the school's vision statement Educational Excellence for Life and Leadership.

Start Date: August 2025 or January 2026 (August 2025 preferable)

Reporting Line: Head of Upper 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.

The specific aims and key responsibilities of this position are:

- **Responsibility for the strategic and operational leadership of the development of boarding and day pupil provision to enhance pupil experience, including:**
 - Work alongside the senior leadership team and other staff members to create a culture where pupils experience a positive and enriching school life
 - Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
 - Under the Head of Upper School, developing and leading on initiatives in the Boarding and Day Houses that provide effective opportunities for pupils in line with the school's vision, values and mission statements, with a strong focus on pupil wellbeing, happiness and achievement
 - Leading the strategic development of policy making on pastoral care throughout the whole school, including keeping up to date with local and international initiatives related to pastoral care and boarding, in particular new inspection initiatives in the UK, Hong Kong and internationally, ensuring we are compliant with the National Minimum Standards for Boarding and other such inspection frameworks
 - Chairing relevant Pastoral meetings as required, which coordinates responses to significant pastoral issues in the school and reviews procedures and approaches to pastoral care
 - Leading on the development of initiatives for the promotion of boarding in order to increase boarding numbers; tracking and monitoring any movement in boarding and working with the admissions department to identify trends
 - Collation and analysis of data relating to pastoral outcomes and using data to inform strategy, including pupil surveys on pastoral and wellbeing matters
 - In liaison with the Assistant Head (Teaching, Learning and CPD), leading and overseeing relevant pastoral CPD opportunities for staff, including a pastoral development pathway and ensuring training records are kept and updated on Bluesky
 - Working with the Assistant Head (Teaching Learning and CPD) ensuring pastoral online platforms for CPD are kept updated with the latest staffing lists
 - In liaison with the Head of Admission and Marketing, the Admissions Department and the Head of Upper School, producing literature about pastoral care for parents and pupils and maintaining an active web presence for pastoral and boarding matters
 - In liaison with the Deputy Head of Lower School, Assistant Head (Prep School, Pastoral and Wellbeing), Assistant Head (Senior School, Pastoral and Wellbeing), House Masters and Mistresses, the Admissions Department and Head of Sixth Form, overseeing transition of pupils at key points in their school career
 - Preparing regular reports for the Head and Governing Body on pastoral development
- **Responsibility for Whole School Child Protection and Safeguarding, including:**
 - Acting as the Designated Safeguarding Lead, implementing and reviewing the School's Child Protection and Safeguarding Policy
 - Keeping abreast of worldwide safeguarding challenges and developments and providing regular and appropriate training to the whole staff body
 - Liaising closely with the Head of the Lower School on all child protection and safeguarding matters in the Lower School, and House Masters and House Mistresses in the Upper School
 - In liaison with the Director of Human Resources, ensuring that the single central register of staff safeguarding checks is up-to-date and in liaison with the Director of Operations, ensuring that there is due diligence with checks on external staff providers
 - Leading the annual Safeguarding Audit
 - Working with the Director IT to ensure monitoring and filtering software is installed on all pupil and staff computers as well as being responsible for the tracking and monitoring of

- this, following up on any trends or concerns as required
 - Managing CPOMs ensuring the system is used effectively to support with the tracking and monitoring of safeguarding issues and training other staff as required.
 - Tracking attendance and ensuring this is monitored in the Upper School
 - Offering parent workshops as required to ensure they have the tools to support their child at home
 - Delivering regular CPD to staff on safeguarding to ensure confidence and a culture of safeguarding
- **Working with the Assistant Head (Prep School, Pastoral and Wellbeing) and the Assistant Head (Senior School, Pastoral and Wellbeing), leading discipline on and off the school campus, including:**
 - Encouraging high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school, underpinned by a robust behaviour policy which is fully lived throughout the school
 - Implementation, analysis and review of the Rewards and Sanctions Policy and the Behaviour Policy
 - Encouraging a culture of rewards to motivate pupils and to ensure these are consistently given by staff across the school and exploring how this can be embedded as part of our House system
 - In liaison with relevant colleagues and coordinating the investigation of serious disciplinary incidents, producing written reports and recommendations about possible disciplinary action to the Head, Senior Deputy Head and Head of Upper School.
 - Ensuring that standards of dress and appearance in the School Community are high for both staff and pupils
- **Responsibility for leading the boarding and day pupil pastoral provision in the Upper School Houses, including:**
 - Monitoring and reviewing boarding practices in line with the UK National Minimum Standards and ensuring these are consistently embedded within the Boarding Houses
 - With other members of the Senior Leadership Team, sharing the line management of House Masters and House Mistresses
 - Overseeing the line-management, training and induction of House Master, House Mistress, Assistant House Masters, Assistant House Mistresses and Matrons
 - Chairing meetings of House Masters and House Mistresses, and meetings of Assistant House Masters and Assistant House Mistresses
 - Overseeing the Upper School Council and Pupil Dialogue Council
 - Managing Boarding and Day House budgets
 - In liaison with the Head of Upper School, maintaining the pastoral care sections in the Staff Handbook and Parent Handbook
 - Day-to-day liaison with the Health Care Centre
 - Monitoring the quality of pastoral care reporting to parents
 - Overseeing and quality assuring the programme of enrichment activities and the evening tutoring programme for boarders
 - Line managing the Head of PHSE and quality assuring the Facing Challenges (PHSE) programme and its delivery, ensuring a robust curriculum is in place which is age appropriate and helps to develop pupils at the different phases of their schooling
 - In liaison with the Head of Communications and Development, producing appropriate literature and maintaining an active web presence to promote the school's academic excellence and achievements
 - Contributing to the wider Harrow family of Schools and members of Asia International Schools
 - Assisting the Head, Director of Finance and Director of Operations with the assessment of the annual bids for capital expenditure

- Presenting to parents and staff on matters of pastoral care
 - Monitoring and tracking pupil attendance, sharing attendance data with HMs, tutors and HODs, and putting any interventions in place as required
 - Regularly being present in the boarding houses in the evening to support the HMs and Boarding tutors, and to quality assure the evening provision
 - Regularly attending breakfast and dinner, to quality assure the standards of dining, to be a presence in the hall, to check-in with the pupils and staff and to ensure systems and processes are being followed and are consistent across Houses
 - Being on call (on a rota basis) during evenings and Sundays to support boarding staff
- **Responsibility for the House Pastoral Teams, with a focus on the Tutors and Tutor Programme, ensuring excellent and personalised pastoral care is offered on a daily basis so that every child is known and cared for:**
 - Supporting the Assistant Head (Prep School, Pastoral and Wellbeing) and Assistant Head (Senior School, Pastoral and Wellbeing) and HMs with the development and setting of clear expectations for tutoring within their House pastoral Teams, ensuring all HMs and HPTs understand the school's vision and mission for excellence in pastoral care, and that our provision is consistently outstanding across the Upper School
 - Coordinating the House programme for Friday afternoons in conjunction with the Housemasters and House Mistresses
 - Working with the Assistant Head (Prep School, Pastoral and Wellbeing) and Assistant Head (Senior School, Pastoral and Wellbeing) quality assuring tutor time, including coaching and developing tutors
 - Overseeing the issuing, analysis and follow up actions from annual (or more frequent) surveys relating to wellbeing and pastoral care
 - Coordinating and leading on a programme of "climate walks" to ensure the wellbeing of pupils, and feeding back to the Upper School Senior leadership Team, to quality assure and monitor our provision of tutor time, House time and PHSE, as well as identifying CPD needs
- **Assisting with pupil admissions in the Upper School, including:**
 - Managing tours of Boarding and Day Houses for prospective parents and pupils
 - Interviewing pupils and providing recommendations for the admission of pupils into the Upper School, as required and alongside the Admissions Department, coordinating the House Master and House Mistress's interview schedules
 - Overseeing the allocation of pupils and tutors to the Boarding and Day Houses
 - Working with the admissions department to ensure an induction is in place for new pupils joining boarding throughout the year
 - Working with the Senior Deputy Head, Head of Upper School, and Assistant Heads to quality assure the allocation of tutors across the different Houses, and working with the Deputy Head (Academic) and Assistant Head (Sixth Form) on the allocation of Sixth Form Tutors
- **An effective contribution to the Harrow Horizons programme**
 - Participating in the School's Super-Curriculum and Co-Curricular programme in one or more activities
- **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 that may arise from it
 - Participate in School-wide CPD initiatives and be prepared to share expertise in CPD programmes

- **Other responsibilities:**

- Acting a Designated Safeguarding Lead (DDSL), working closely with the DSL and safeguarding teams
- Ensure a culture of staff professionalism
- Fulfilling all Senior Leadership Team duties, including attending SLT meetings
- Deputising for the Head of Upper School in their absence as required
- Playing a part in the recruitment of new staff, by interview or other assessment
- Overseeing the duty rota
- Reviewing on an annual basis any policies which fall under this role as the named responsibility holder
- Undertaking duties as the Head of School or her 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
- Level 3 Safeguarding Qualification (desirable)
- Evidence of further relevant professional development

Skills:

- 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
- 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
- Interests and abilities that can enhance the School's Super-Curriculum and Co-Curricular activities, known as the Harrow Horizons Programme
- Excellent organisational, administrative and IT skills

Experience:

- A proven track record of outstanding pastoral leadership and have experience of successful leadership of pastoral initiatives 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
- Experience as a Deputy or Designated Safeguarding Lead, and having experience of sitting on a safeguarding committee

Knowledge:

- Up-to-date knowledge on safeguarding practices and the latest KCSIE guidance
- Up-to-date knowledge of issues surrounding young people and a proven track record of delivering on wellbeing initiatives
- Up-to-date knowledge on the Minimum Standards for Boarding and how to successfully embed these within a Boarding House

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