



JOB DESCRIPTION

1. Job Information

Job Title:	Lower School Teaching Assistant
Responsible for and Work Location(s):	Harrow International School Hong Kong
Department:	Lower School
Section:	-
Start Date:	April 2026 and August 2026
Reporting to:	Respective Year Group Leaders
Dotted Line to:	Lower School Senior Leadership Team
Line Managing:	-
Relationships	1. School community including academic and non-academic staff 2. Parents and Pupils

2. Job Purpose

To assist the class teacher to inspire, encourage and empower our pupils to achieve their very best and to become independent and accomplished learners.

3. Responsibilities and Competencies

Responsibilities

Specific aims and key responsibilities

- Support pupils with their learning under the guidance of the class teacher
- Model and encouraging high standards and expectations
- Maintain professional conduct all the time
- Work collaboratively with the Year Group Team to ensure the best outcomes for all pupils
- Support the delivery of excellent pastoral care in the Lower School
- Help with the creation of displays and resources
- Undertake administrative duties as directed by class teachers
- Liaise closely with the class teacher on pupil progress
- Supervise duties of children at break times and after school
- Participate in training available to gain a better understanding of the programmes offered to the pupils
- In Early Years, support the PE lessons including swimming every week

Governance, Safeguarding & Compliance

- Uphold the School's commitment to safeguarding and promoting the welfare of children and young people, and comply with all safeguarding, child protection and relevant School policies and procedures
- Maintain appropriate professional standards, confidentiality and data protection requirements, and complete all required safeguarding checks and training

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- Follow internal governance, compliance and risk management processes relevant to the role, escalating concerns appropriately when required

Additional Duties

- Support ad-hoc projects and initiatives as assigned by the line manager or senior leadership, in line with the role's remit and capability
- Demonstrate flexibility in responding to changing priorities and operational needs to support the effective running of the School
- Undertake other reasonable duties as requested by the Head of School or a delegated representative.

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.

4. Required Qualifications and Experience

Education	<ul style="list-style-type: none"> • Higher diploma or above
Qualifications	<ul style="list-style-type: none"> • Strong understanding of child development and age-appropriate learning practices
Knowledge	<ul style="list-style-type: none"> • Native English speaker or near native English speaker • Excellent communication skills in English (Speaking, Listening, Reading and Writing) • Computer literate • Good international and communication skills to work with different parties
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role or in school setting is preferred, but not essential