



JOB DESCRIPTION

1. Job Information

Job Title:	Teacher of Economics and Business Studies
Responsible for and Work Location(s):	Harrow International School Hong Kong
Department:	Economics and Business Studies
Section:	-
Start Date / Duration / Appointment Type:	Start date: August 2026 – March 2027 Appointment Type: Fixed-term Contract
Reporting to:	Head of Economics and Business Studies
Dotted Line to:	Assistant Head (Continuing Professional Development)
Line Managing:	
Relationships	<ol style="list-style-type: none"> 1. School community including academic and non-academic staff 2. AISL Harrow Group 3. Parents and Pupils 4. The wider community in Hong Kong and South East Asia 5. Vendors (including trip providers, external speakers, service providers etc.)

2. Job Purpose

The Teacher of Economics and Business Studies is a member of the Economics and Business Studies Department and reports to the Head of Economics and Business Studies on all matters relating to teaching, learning, and academic wellbeing. A key aspect of the role is contributing to the development of the Economics and Business Studies curriculum and pedagogy, while reinforcing the Harrow leadership attributes, Values, and Essential Skills as outlined in the School's vision statement, *Educational Excellence for Life and Leadership*.

3. Responsibilities and Competencies

Responsibilities

- Responsible for setting high standards of teaching and learning within the classroom, including:**
- High expectations of pupils in every aspect of their work
 - A commitment to academic excellence and the development and implementation of schemes of learning to ensure that each pupil develops at an appropriate pace through differentiated planning and teaching
 - Supporting every pupil to achieve their academic potential
 - Achieving excellent public examination results
 - Assessing pupils effectively and providing precise verbal and written feedback
 - Tracking pupil progress and putting in place any interventions needed to support pupil progress
 - Using rewards and sanctions effectively
 - Providing high quality written and verbal reports to parents
 - Keeping up-to-date with subject developments outside the school
 - Fostering a spirit of academic enquiry among pupils

Contribute to the development of teaching and learning in the relevant year group and department, and across the School where necessary, including:

- Being actively involved in the development and creation of schemes of work
- Contributing to departmental teaching and learning tips by sharing ideas of best practice
- Being actively involved in the teaching observation programme, providing and receiving constructive feedback as appropriate
- Undertaking administrative tasks that are designated by the Head of Economics and Business Studies, thereby contributing to a sense of teamwork and aiding professional development
- Helping, as appropriate, to advise pupils with university applications and supporting them in preparing for applications and interviews
- Actively offering ways in which pupils can extend their learning outside of the classroom developing their knowledge, skills and passion for your subject

Offer an effective contribution to pastoral care in the School, including:

- Being a Tutor in one of the Prep School or Senior School boarding or day Houses to a group of boys or girls (day pupils and boarders) as designated by Senior Deputy Head (Whole School)
- If a Tutor in a boarding House, undertaking supervision duties in that boarding House during one evening per week
- Implementing safeguarding procedures at the School

Offer an effective contribution to the extra-curricular and wider school programme, including:

- Contribute to the Harrow Horizon's programme, by participating in the School's Super Curriculum and Co-Curricular programme in one or more activities as directed by the Deputy Head (Co-Curricular and Organisation)
- Contribute to the School's Futures Programme
- Participate in our Leadership In Action week, either leading, or supporting the leadership, of a local or international service trip
- Be actively involved in the wider life of the school, including involvement in trips and residentials, including participating in Leadership in Action Week.
- Helping, as appropriate, to advise pupils with university applications and supporting them in preparing for applications and interviews

Actively engage in professional development and performance review, including:

- 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 proactively participate in the various CPD opportunities given by both the School and the Harrow Academy Programme
- Participate in School-wide CPD initiatives and be prepared to share expertise in CPD programmes

Other responsibilities:

- Undertaking duties as the Head of School or a delegated representative may reasonably request.

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"> • Bachelor's Degree or above in Economics and Business Studies
Qualifications	<ul style="list-style-type: none"> • A recognised teaching qualification that leads to full teacher certification/licensure (e.g., UK PGCE with QTS, or international equivalent) from an accredited institution. • Acceptable personal and professional background checks with the ability to be allocated unsupervised access to children (as reported via an International Child Protection Certificate background check and/or appropriate police and other checks from relevant countries of present and previous residence/work. • Evidence of further relevant professional development
Skills	<ul style="list-style-type: none"> • A genuine interest in Economics and Business Studies and a strong commitment to high standards and a variety of approaches to teaching and learning • The ability and commitment to be an excellent classroom teacher • A commitment to the wellbeing and pastoral care of children • Interests and abilities that can enhance the School's Harrow Horizons programme • 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
Knowledge	<ul style="list-style-type: none"> • A strong understanding of effective classroom pedagogical practice • Familiarity with the National Curriculum of England • Up-to-date knowledge of successful and innovative teaching • Knowledge of the latest curriculum developments and initiatives
Experience	<ul style="list-style-type: none"> • A proven track record of delivering on academic performance • Experience of collaborating with colleagues
Personal Qualities	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • A team player with 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 • Ambitious and aspirational for oneself and for the school • Committed to professional development and with 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 with a commitment to giving both Day and Boarding pupils the best educational experience • High levels of personal presentation, integrity and communication skills • An understanding of how a boarding school operates and a commitment to giving both Day and Boarding pupils the best educational experience

- | | |
|--|--|
| | <ul style="list-style-type: none">• A commitment to high quality Feedback and Marking to ensure pupils make excellent progress and understand where they are in their learning journey |
|--|--|

