



JOB DESCRIPTION

1. Job Information

Job Title:	Teacher of Music (Lower School)
Responsible for and Work Location(s):	Harrow International School Hong Kong
Department:	Music
Section:	-
Start Date/ Appointment Type:	Start date: March 2027 to June 2027 Appointment Type: Fixed-term Contract
Reporting to:	Head of Lower School Music
Dotted Line to:	Director of Music and Deputy Head of Lower School (Academic)
Line Managing:	
Relationships	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.)

The Music Department at Harrow Hong Kong is well-established and features four specialist classrooms (two equipped with a suite of 30 iMacs with Logic and Sibelius software), 16 practice rooms, a large rehearsal room and a department office. In the Upper School, all pupils study Music in Years 6, 7, 8 and 9 and it is taken as an option at GCSE and A Level (the Edexcel specification is followed for both). From August 2022, staffing in the Music Department will comprise six full-time academic teachers, including the Director of Music, Head of Upper School Music and Head of Lower School Music, who will work across the 4-18 age range, along with a Music Administrator and full-time Music Technician. In addition, there are around twenty Visiting Music Teachers who are line-managed by the Director of Music. Each year, the department organises many concerts, recitals and competitions involving choirs, orchestras, small ensembles and soloists.

2. Job Purpose

The Teacher of Lower School Music is a member of the Music Department and reports to the Head of Lower School Music on all matters relating to teaching, learning, and academic wellbeing. A key aspect of the role is contributing to the development of the Music 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:

- Delivering excellent practical Music lessons to pupils, predominantly from Early Years to Key Stage 2 and two Year 6 classes, in a manner that challenges and interests learners, is appropriate to their needs and skill-levels, consistent with School and departmental policies and procedures
- Being an advocate for Music and actively promoting it to pupils, parents and staff
- Using effective methods of assessment of pupil work to enhance learning
- Fostering a spirit of enquiry in the classroom
- Maintaining legible, accurate, comprehensive, records of formative and summative assessment results
- Compiling written reports on pupil performance for internal and external use as required and participating in parent/teacher meetings to discuss pupil progress and targets
- Liaising with the Individual Needs Teacher in the Lower School regarding pupils who may need additional support

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

- Working collaboratively in the on-going review of teaching programmes, methods and approaches
- Being actively involved in the teaching observation programme, providing and receiving constructive feedback as appropriate
- Undertaking administrative tasks that are designated by the Director of Music or Head of Lower School Music, thereby contributing to a sense of teamwork and aiding professional development
- Keeping up-to-date with subject developments outside the School and bringing them to the attention of colleagues

Contribution to Super-Curriculum Music in the Lower School, including:

- Leading and rehearsing a variety of instrumental and vocal groups as part of the School's Co-Curricular and SCA programmes
- Working with the Head of Lower School Music to develop Super-Curriculum opportunities for music-making
- Taking responsibility for, or assisting in the delivery of, Lower School concerts, musical productions/shows including soloist recitals, Lower School Spring Ensembles concert, Speech Day performances and the Lower School Musical
- Leading and/or assisting in the delivery of weekly singing assemblies for the Lower School, in conjunction with the Head of Lower School Music

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

- Placing high importance on pupil well-being and development
- Communicating and consulting with parents on any issues relating to the well-being and development of pupils
- Consulting with the Year Leader regarding communications with parents
- Participating in the maintenance of high standards of behaviour and dress of pupils in the classroom and around the School
- Following School policies with regard to the health and safety of pupils both on and off the School premises
- Supervising pupils during non-curriculum time as determined by the duty rota
- 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)
- 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 residential visits

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 AISL Academy
- 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	• Bachelor's Degree or above in Music
Qualifications	• 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).
Skills	• 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 • Strong keyboard skills would be preferable
Knowledge	• A genuine interest in Music and a strong commitment to high standards of teaching and learning • A strong understanding of effective classroom pedagogical practice • Up-to-date knowledge of successful and innovative teaching • Familiarity with the National Curriculum of England • Knowledge of the latest curriculum developments and initiatives

	• A genuine interest and understanding in pastoral and a strong commitment to high standards and a variety of approaches to teaching and learning • An understanding of high-quality Feedback and Marking to ensure pupils make excellent progress and understand where they are in their learning journey
Experience	• An excellent musician with experience in a wide variety of musical fields with a proven track record of delivering excellence in both performance activities and the classroom setting • Evidence of successful, inspiring and innovative Music teaching across a Pre-Prep/Prep/Primary/ Junior School setting • A proven track record of delivering on academic performance • Experience of collaborating with colleagues • Evidence of further relevant professional development
Personal Qualities	• High levels of personal and professional integrity • High standards of personal presence and presentation and attention to detail • Personal warmth to gain the confidence of pupils, staff and parents • Positive rapport with pupils • Organised, energetic, positive and able to self-direct • A team player with a reflective and flexible approach
Attitudes	• High expectations for pupil attainment and behaviour • Ambitious and aspirational for oneself and for the school • Committed to being part of, and leading, a high performing and successful team • 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 • Committed to Harrow Hong Kong's ethos • A willingness to be fully committed to the life of a busy boarding school.