



HARROW
INTERNATIONAL
SCHOOL
HONG KONG

EDUCATIONAL SUPPORT STAFF CANDIDATE INFORMATION PACK

2026-27

Educational Excellence for Life and Leadership



MESSAGE FROM THE HEAD

Thank you for the interest you have shown in Harrow International School Hong Kong.

Choosing the right school in which to develop your career is one of the most important decisions you will have to make, especially when this may involve moving to a new country.

Harrow School in London was established in 1572 and over the past 450 years has grown into one of the world's most renowned schools, educating generations of inspirational world leaders. Harrow Hong Kong opened its doors in 2012 and its objective was to embed elements of philosophy and practice from Harrow School in London to bring together the best of western and eastern traditions. We are a modern, progressive and dynamic school offering an unparalleled British education in the wonderfully unique setting of Hong Kong.

Currently, there are around 250 members of the Common Room, which includes teachers, teaching assistants, educational support staff, matrons and gap tutors. We are proud of our diverse staff body whose experience has been gained both in schools in the UK and internationally. We work together with the shared aim to provide an outstanding education for our pupils.

Whilst our academic results are some of the best across the world, we believe that success is also measured by one's influence on the world and being willing to learn, lead, create, compete and care is a fundamental aspect of a Harrovian education. We place great emphasis on the professional development of our staff and have a bespoke CPD programme whilst offering opportunities for staff to participate in group-wide activities as part of the Harrow Academy where colleagues from schools such as Harrow London, Appi, Bangkok, Beijing, Chongqing, Haikou, Nanning, Shanghai, Shenzhen and Zhuhai meet together to share ideas, experiences and expertise.

Staff and their families joining the School follow a comprehensive induction programme in order for them to familiarise themselves with the School and Hong Kong. There are a range of social events organised by the Common Room Committee from trips on a Junk to Friday Feasts!

I do hope that you will consider joining the Harrow Hong Kong team; we look forward to receiving an application from you.



Rosie McColl

Head

HOW TO APPLY

Please complete our online application form by clicking on the link:

<https://www.harrowhongkong.hk/his/community-parent-engagement/work-with-us/>.

For any queries relating to the role or your application, please email

recruitment@harrowhongkong.hk.

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.



EQUAL EMPLOYMENT OPPORTUNITIES

Harrow International School Hong Kong is an Equal Opportunity Employer. We are committed to providing an environment of mutual respect, where equal employment opportunities are available to all irrespective of race, religion, political view, nationality, age, gender, pregnancy, breastfeeding, disability, marital status, familial status, sexual orientation, gender identity, gender expression, genetic information and any other characteristic protected by the Equal Opportunities Commission and all other applicable ordinances.

The School embraces diversity and inclusion, believing it to be key to our success as an international school, and we seek to recruit, train, promote and retain high calibre staff from a diverse and inclusive candidate pool.

The School will not tolerate discrimination, harassment, vilification or victimisation of any kind and any behaviour of this nature should be reported to the Director of Human Resources immediately. Any reports of this behaviour will be treated very seriously and will be considered under the School's Disciplinary Policy.



THE SCHOOL

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.

Harrow Hong Kong is structured into a Lower School and an Upper School. The Lower School includes the Early Years Centre (Nursery and Reception) and the Pre-Prep School (Y1-Y5). The Upper School consists of the Prep School (Y6-Y8), the Senior School (Y9-Y11) and the Sixth Form (Y12-Y13).

Weekly Boarding is available to Upper School pupils. There are four Prep School Houses for boys (one of which is a 'Day' House) and three for girls (one of which is a 'Day' House), four Senior School Houses for boys (one of which is a 'Day' House) and four Senior Houses for girls (two of which are 'Day' Houses).

EXAMINATION RESULTS 2026

GCSE

64%

At the highest grade 9

88%

At 9-8/A*

96%

Of all Grades 9-7 A*-A

A LEVEL

38%

At A*

77%

Of all grades A*-A

94%

At A*-B



HARROW
INTERNATIONAL
SCHOOL
HONG KONG

HARROW VALUES, SKILLS & ATTRIBUTES

Educational Excellence for Life and Leadership

A caring, respectful community in which everybody thrives

We are global citizens who recognise the diversity of the world and are aware of our place in it. We take leadership roles in our local and global communities, working collaboratively to create a kinder, more peaceful and sustainable world.

VALUES



Honour



Courage



Humility



Fellowship

ESSENTIAL SKILLS



**Collaborative
Problem Solving**



**Cultural
Competency**



Digital Literacy



Critical Thinking



Creativity



Leadership



**Effective
Communication**

The **Essential Skills** are an important part of preparing our pupils for life beyond Harrow and the future workplace. Through our Curriculum and the Learning and Teaching in the classroom, teachers' plan how to embed the Essential Skills in their lessons, preparing and developing our pupils and demonstrating to them that these important skills are transferable and an important part of their learning.

LEADERSHIP ATTRIBUTES

Facing Challenges
with **Determination**

Solving Problems
Collaboratively

Solving Problems
Creatively

Applying Knowledge
with **Compassion**

Making **Fair** and **Just**
Choices

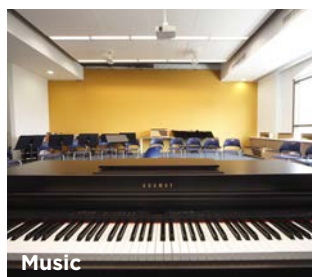
Contributing **Positively** to
the Community

Educational Excellence *for* Life and Leadership

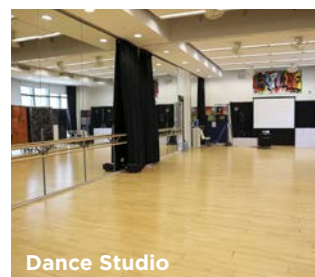
OUR FACILITIES



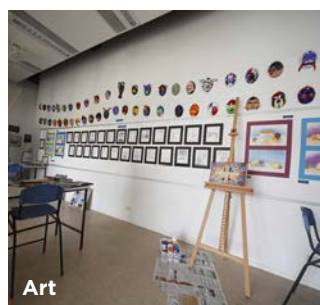
Astro Pitch



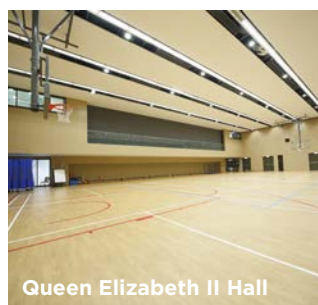
Music



Dance Studio



Art



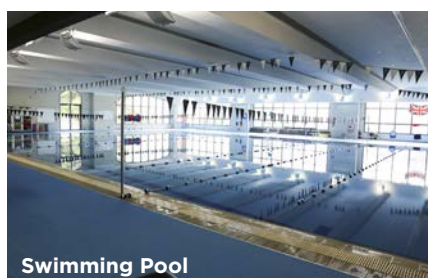
Queen Elizabeth II Hall



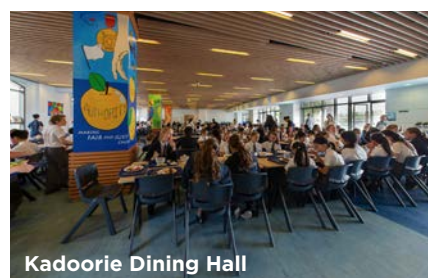
Library



Science



Swimming Pool



Kadoorie Dining Hall



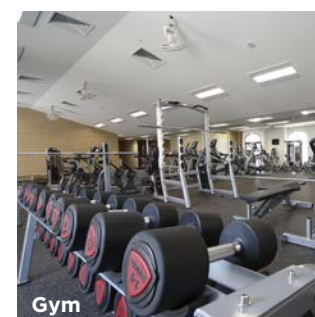
Girls' Common Room



Girls' Bedroom



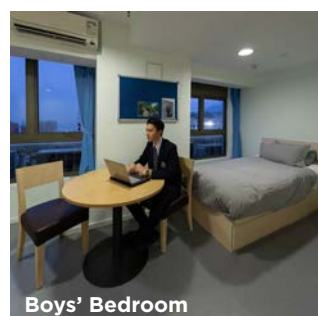
Shakespeare Studio



Gym



Boys' Common Room



Boys' Bedroom



STEAM Centre

WORKING WITH US

- The opportunity to be part of a supportive, forward-thinking and motivated staff team
- A comprehensive Staff Induction Programme and Professional Development opportunities
- Excellent working environment with dedicated staff working areas and ICT facilities
- The opportunity to use school facilities such as gym, swimming pool, sports courts, library, etc.
- First-rate medical insurance
- Work from Monday to Friday, from 0800 to 1700 during term time and 0800 to 1500 during term break
- 15 days of annual leave per annum or as stipulated in employment contract, increased depending on the length of continuous service
- Paid Leave including general holidays, Privileged Leave, Sick Leave, Time off in lieu, Parental Leave, Leave for Personal Reasons, Leave for Jury Service
- Complimentary school lunch
- Complimentary shuttle bus to and from work
- Opportunity to get involved in Co-Curricular activities such as golf, music, Duke of Edinburgh expeditions
- The opportunity to get involved in the Staff Common Room Social Programme such as tram parties, stepping up challenges, quiz nights, summer parties and clothes swap
- Access to high quality professional development courses via the Harrow Academy, work shadowing or Group Networks



WHAT OUR STAFF SAY

Celia Wong | Operations Administrator

For more than 10 years, Harrow Hong Kong has been more than a workplace to me. Working in Operations has given me the opportunity to support many aspects of school life and contribute to an environment where pupils and staff can thrive. I enjoy the variety of challenges each day brings and the chance to make a positive impact behind the scenes. What I value most is the strong sense of belonging and shared purpose within the Harrow community. I am proud to be part of both the Harrow Hong Kong family and the wider Harrow family worldwide.



Vincent Fok | PA to the Senior Leadership Team (Academic)

I feel fortunate to be part of the Harrow community, a school known for its high academic standards and supportive working environment. Working in the busy Upper School Office is both varied and rewarding, and I greatly value the professionalism, respect and teamwork shown by colleagues across the School.

A key part of my role is timetabling, which can often feel like solving a complex puzzle. It is particularly satisfying to see everything come together smoothly for our pupils and staff. I continue to learn from colleagues and pupils every day, and I am proud to contribute to school life.



Katherine Kwan | Lower School Teaching Assistant

Being part of the Harrow community as a Teaching Assistant is immensely rewarding. Daily, I work closely with our pupils—guiding small group activities, providing learning support, and nurturing their independence and confidence in the classroom. I also value our continuous professional development (CPD) opportunities, which allow me to constantly refine my practice and bring innovative educational strategies into the classroom. It is a joy to work alongside dedicated staff, parents, and pupils to build a supportive and inspiring community.



WHAT OUR STAFF SAY

Michelle Lee | Harrow Little Lions Administrator and PA to the Lower School SLT

I was fortunate to join the Harrow community 8 years ago and working here has been fun and extremely rewarding. Every day starts with lots of friendly smiles and I truly appreciate all the individual and team efforts, as well as the positive vibes that our community encompasses. From all staff including our Facilities Management, Catering and Health Care Centre teams, everyone works together to achieve the same goal, that is to create an excellent environment for our pupils to thrive. I also enjoy taking part in various school events that are held throughout the year which brings our pupils, parents, staff and local communities together.



Jane Kwok | Accounting Officer

Working at Harrow Hong Kong has provided me with a stable and supportive working environment, allowing me to maintain a healthy work-life balance and spend valuable time with my children. At the same time, I have been given opportunities to develop professionally, expand my skills, and grow in my role. I appreciate being part of a community that values both personal wellbeing and professional development, making it a rewarding place to work.



RELATIONSHIP STATEMENT

The Harrow International Schools, Harrow Hong Kong Children School, Harrow LiDe Schools and Harrow Little Lions (Early Years Centres) use Harrow School's Name and Badge under a sub-licence granted by Harrow International Schools Limited (HISL), a trading subsidiary of the charity registered in England and Wales with charity number 310033 which owns Harrow School and its trademark, in return for a fee. The educational, administrative, financial and other operational responsibilities of the Harrow International Schools, Harrow Hong Kong Children School, Harrow LiDe Schools and Harrow Little Lions (Early Years Centres) are separate from those of Harrow School and rest with their owners and operators. The schools' fees are paid to their owners and operators and not to Harrow School or HISL. Under the sub-licence, these schools are required to reflect Harrow School's educational purpose, practice, strategy and philosophy and each is regularly evaluated by representatives of HISL. The schools' Governing Boards include two representatives of HISL.



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