HARROW
INTERNATIONAL
SCHOOL
HONG KONG

2027-28

RECRUITMENT BOOKLET

GAP TUTOR

Educational Excellence *for* Life and Leadership

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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 are 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

ROLE DESCRIPTION

Job Title:	Gap Tutor
Job Purpose:	The most fundamental and rewarding role is that of providing support and encouragement to the pupils in their House. The specific term-time weekly programme for each Gap Tutor will vary according to their strengths, skills and interests, as well as the needs of the School and a significant portion of the programme will also involve supporting the PE department.
Start Date:	August 2027 – June 2028
Reporting Line:	Assistant Head (Prep School, Pastoral and Wellbeing)

Gap Tutors play an important role at Harrow Hong Kong and the position is suitable for those considering a career in teaching or any other educational setting. We welcome applications from post A-level and post degree candidates who have the qualities, skills and experience to contribute effectively to the life of an international school with a strong boarding ethos.

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:

Contributing to and enhancing the life of a Prep House, including:

- Building positive relationships with pupils and supporting them in their school life
- With the House Pastoral Team, assisting all pupils during callovers, breaks, lunch and after school as well as supporting Boarders during prep, activity and free time in the evenings (including Sundays)
- Participating in House functions and supporting inter-House competitions
- Supervising at break, mealtimes and after school
- Participating in House social events, occasionally on weekends
- Completing tasks set by the HM, such as preparing House display boards, planning and running activities, etc.

Timetabled lessons and Super-Curriculum activities in the Harrow Horizons programme, including:

- Assisting teaching staff in the Lower and Upper Schools, in particular in Sport, and also in areas such as Art, Drama, Modern Foreign Languages and Music
- Coaching and refereeing of sport if appropriate and required

- Accompanying PE staff to away sports fixtures
- Assisting with activities such as community service and charity work
- Participating in outdoor education expeditions within the Super-Curriculum programme, such as Duke of Edinburgh Award expeditions, Model United Nations conferences, etc.
- Helping swimming teachers with lessons in the Swimming Pool (if qualified)
- Assisting with rehearsals for School events and productions
- Accompany pupils and staff on both Lower School and Upper School Trips, including residential visits as part of the schools Leadership in Action offer

Administrative functions in the School, including duties in locations including but not limited to:

- The School Office, such as preparing display boards, delivering post to relevant departments, creating spreadsheets and schedules, organising resources, etc.
- Helping across the School with events, including but not limited to admissions events
- Giving school tours
- Assisting in the STEAM and Art Departments
- Helping in the marketing department

Other responsibilities:

- Implementing safeguarding procedures at the School
- Supporting Boarding Houses in the evenings
- Undertaking duties the Head or a delegated representative may reasonably request.

PERSON SPECIFICATION

The successful candidate will be likely to fit the following profile:

Qualifications:

- A good standard of general education
- A wide range of co-curricular achievements
- Swim England Level 1 qualification is desired but not essential

Skills:

- Effective leadership and team working skills
- Good verbal communication skills
- Good IT skills
- Excellent time management
- Ability to work under pressure and manage a high volume of tasks
- Experience using social media for marketing purposes

Personal Qualities:

- Honesty and integrity
- Friendly, outgoing, approachable and confident
- Enthusiastic
- Conscientious
- Self-motivated and encouraging of others
- Initiative and common sense
- Flexibility
- Creativity
- An ability to develop a culture of respect with pupils from a wide range of nationalities and age groups
- Willingness and enthusiasm to get involved in all activities
- Active and adventurous

Attitudes:

- Willingness to take on responsibility
- Willingness to integrate into the life of Harrow Hong Kong, and a boarding house in particular
- Willingness to learn about and embrace the local culture
- Willingness to co-operate, compromise and communicate
- Tidy and organised
- Have a variety of co-curricular interests
- Maintain professional relationships with pupils and teachers
- Be punctual and smartly dressed for all duties
- Be an excellent ambassador for Harrow Hong Kong.

ADDITIONAL INFORMATION

Benefits

The School undertakes to provide:

- All necessary documentation, including training visas
- An economy flight to Hong Kong from your country of residence at the beginning of the contract and an economy flight from Hong Kong to your country of residence at the end of the contract
- An allowance of HKD10,250 and food allowance of HKD1,750 per month
- Access to the School's health insurance cover
- Meals in the dining hall during term time (breakfast, lunch and dinner from Monday morning until Friday lunch time)
- Furnished accommodation with access to a basic kitchenette and laundry facilities
- Harrow Hong Kong sports kit as the uniform for Super-Curriculum activities and Games lessons
- Access to the School's computer facilities (a MacBook and access to the School's wi-fi will be provided for the duration of the contract)
- A comprehensive onboarding and induction process

Structure of the Day and Week

Individual timetables are constructed for Gap Tutors, which indicate the member of staff to whom they should report for each major session of the timetable. This will vary on a weekly basis, dependent on as-and-when Gap Tutor assistance is required.

Although it may be subject to change as further operational planning for the School takes place, the present structure of the week for the Upper School at Harrow Hong Kong, with a 'typical' Gap Tutor's timetable, is as follows:

Time	Activity
06:45	Wake up
07:10 – 07:30	Supervising breakfast
08:00	Call-over for all pupils in Houses/Tutor bases
08:15-09:05	Period 1 – assist PE department with delivering Upper School Games Lessons
09:10-10:00	Period 2 – assist PE department with delivering Upper School Games Lessons
10:00-10:20	Supervise the House during Break
10:25-11:15	Period 3 – assist PE department with delivering Lower School Games Lessons
11:20-12:10	Period 4 – Break
12:15-13:05	Period 5 – Break
13:05-14:05	Period 6 – Lunch – Supervise the House / Call-over for all pupils in Houses
14:05-14:55	Period 7 – Office admin, curriculum support, tasks set by the HM
15:00-15:50	Period 8 – Super-curricular activity supervision
15:55-16:30	Tutor / SCA + / House
16:35-17:30	Supervising co-curricular activities and boarders' personal time
17:30-19:30	House, Dinner supervision, Free time depending on House allocation
19:30-21:15	Prep, Evening Activity, Bedtime Routines, Free time depending on House allocation

- Gap Tutors have one evening per week free from 17:30, which should be pre-arranged with the Assistant Head (Prep School, Pastoral and Wellbeing)
- Gap Tutors have most weekends (from Friday 16:45 to Sunday 19:00) free
- Gap Tutors must be in the designated House from 19:00 for Prep and 19:30 for Seniors on Sunday evening, for when boarders return.

Dress Code

- Gap Tutors are expected to wear the official Harrow Hong Kong sports kit (this is provided free of charge) when engaged in sporting activities, for appropriate SCA and CCA sessions, or other more physical work, but should change back to business wear at the earliest available opportunity, where practicable
- For formal occasions including, but not limited to, assemblies, Parents' Evenings, Speech Day, etc. Gap Tutors should wear formal business attire including a jacket, as follows: Shirts with tie and top button fastened at all times Tailored trousers (no jeans, casual 'slacks' or shorts), non-faded chinos are acceptable
  - Conservative length dresses or skirts and blouses/shirts (no vest tops)
  - Clean, smart and appropriate shoes (no trainers or flip flops)
  - In Houses, smart casual wear should be worn
- Hair should always be kept tidy and presentable.

Line Management

The Assistant Head (Prep School, Pastoral and Wellbeing) has overall responsibility for the management of Gap Tutors, including:

- The specific timetable for each Gap Tutor, in conjunction with the Deputy Head (Co-Curricular and Organisation), Director of Sport and HM, which will vary from week to week
- A mentor scheme to provide regular support
- An ongoing training programme to enable Gap Tutors to fulfil their duties effectively
- An end of year appraisal meeting to evaluate performance

Training

Training will be provided both in the induction period before the start of the Autumn Term and on an ongoing basis, for example First Aid Course, Public Speaking Course, and other leadership and pastoral training

It is expected that Gap Tutors will:

- Follow the professional rules and guidelines for teachers as outlined in the Staff Handbook
- Follow the laws of Hong Kong
- Follow the rules of the Houses with regard to visitors
- Be in close contact with the Assistant Head (Prep School, Pastoral and Wellbeing) about their whereabouts at all times for reasons of personal safety.

HOW TO APPLY

Please download and complete our application form by check out the link:

https://www.harrowhongkong.hk/his/community-parent-engagement/work-at-harrow/workwithus/ and email to **recruitment@harrowhongkong.hk**

The closing date for applications is **Sunday 25 October 2026**.

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 ordinance.

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

THE CURRICULUM

At Harrow Hong Kong, we offer a British Curriculum with our pupils taking GCSE examinations in Year 11 and A level examinations in Year 13. The philosophy of our curriculum is to develop essential skills as well as to acquire subject knowledge. We want our pupils to finish their education at Harrow with excellent results and, crucially, excellent personal attributes.

During the Prep School (Years 6-8) and Year 9, pupils are exposed to a wide variety of subjects so that they develop a breadth of knowledge and acquire different skills. Our core curriculum consists of:

- Science
- Maths
- English
- Humanities (PRS, History, Geography)
- The Arts (Art, Drama, Music)
- Languages (Chinese, French, Spanish)
- Physical Education
- Computer Science

From Year 10, our pupils begin their GCSE studies taking four optional subjects plus the core curriculum of English Literature, English Language, Maths and Triple Science. These courses culminate with public examinations at the end of Year 11.

From Year 12, pupils begin their A level studies with the option of studying any subject they have already completed GCSE level as well as the additional options of Politics, Psychology and Economics. All our pupils also complete the Extended Project Qualification.

In addition, we have an excellent Language and Learning department and Individual Needs department who support our learners across the school. They are dedicated to ensuring that all our pupils achieve their very best.

Lessons are creative and inspiring and teachers have the highest expectations of all pupils. We are proud of the excellence we have in our classrooms and we actively promote the sharing of good practice between departments and across the school.

HARROW HORIZONS

Harrow Hong Kong is committed to providing a broad range of opportunities for our pupils to experience outside of the formal classroom. We firmly believe in an all-rounded education where academic pursuits are supported by Super Curriculum and Co-Curricular opportunities.

Our Harrow Horizons Programme immerses pupils in a vibrant menu of opportunities and challenges through sport, the creative and performing arts, academic extension, charity and service, STEAM, university preparation, enterprise, expeditions, Leadership in Action Week and our very popular Speakers' Forum. The programme encourages pupils to step out of their comfort zone whilst undertaking new experiences and challenges to help them develop our Leadership Attributes which are at the heart of our DNA as a school.

Our Super Curriculum Activities (SCA) are embedded into our School timetable and pupils enjoy partaking in their SCAs two periods a week. Our Co-Curricular Activities (CCA) are the enrichment activities which take place either before or after School or during lunchtime, and are therefore outside of the School timetable. Our staff are passionate about leading their SCAs and CCAs, giving them a chance to:

- teach beyond the restrictions of the curriculum, offering their pupils academic stretch, challenge and extension in their specialism
- lead an SCA which they are passionate about which may be outside of their teaching specialism
- coach and lead one of our sports teams
- lead one of our Charity and Service activities working with the pupils to give back to society.

Staff are proactive at entering their SCA and CCA pupils into competitions, both locally and globally and organising trips and visits to help support this extended learning opportunity.

Our staff enjoy participating in our extensive expeditions programme throughout the year and play an important part in our Leadership in Action week which takes place annually, in which the whole school community is involved.

Charity and Service opportunities are an important part of what we offer here at Harrow Hong Kong; our staff actively work with their pupils throughout the year to fundrise and build relationships with our School Charities through the House system and various SCAs and CCAs ensuring our pupils understand the importance of giving back.

PASTORAL CARE

At all ages in the School, there is a strong emphasis on the quality of relationships and community life, and on the personal formation of character.

The building blocks of the School community are the Prep and Senior Houses in the Upper School. This sense of community is promoted in the Lower School classes and there is a House system in the Pre-Prep School to help prepare pupils for their move to the Prep School in Year 6.

In the Lower School, the focus of pastoral care is the Class Teacher. However, from Y6 when pupils enter the Upper School, pastoral care is centred on the Houses. All boarders and day pupils are members of a House.

Harrow Hong Kong's formal taught pastoral education programme is known as 'Facing Challenges' and most teachers are involved in its delivery throughout the School. The programme aims to develop resilient individuals who embody the School's leadership attributes and adopt a solution-focused approach to any potential challenge: health, social, economic or academic.

BOARDING AND HOUSES

Harrow Hong Kong was the first, and is the largest British international school in Hong Kong which provides the opportunity of a boarding education. Boarding, the heart of life at Harrow School in London, is also integral to life at Harrow Hong Kong.

In the Lower School, the Class Teacher is responsible for all aspects of each child's educational and wellbeing; however, in the Upper School, it is the House Master or House Mistress who has the primary role in the pastoral care of pupils. Resident in each House is a House Master or House Mistress, and an Assistant House Master or House Mistress, and all Upper School teachers are Tutors in one of the Houses. The House Pastoral teams play a major role in supporting the boarders and day pupils and deliver our own bespoke PSHE programme, known as 'Facing Challenges'.

The quality of relationships and community life, and the personal formation of character are fundamental to life at Harrow Hong Kong. The Houses provide rich opportunities for interacting with pupils from a wide range of backgrounds and for developing more profound relationships with teachers and their peers.

The real strength of a House is the vertical integration of different year groups, which effectively creates a large family unit, allowing responsibilities for older pupils to care for and support younger pupils. The result is the creation of a close-knit, family atmosphere in which boarders feel that it is their home during term time, and in which all pupils feel happy, secure and valued. In the numerous competitions between the Houses, their community pride finds expression via a healthy competitive spirit.

There is a strong community of over 300 weekly boarders in the Upper School who board from Sunday to Friday evening. Boarders benefit from a thriving programme of activities and support along with the chance to experience living with others, developing independence, having fun and honing essential skills for life beyond school.

PREP HOUSES

BOYS

- DARWIN
- BANKS
- LYON | DAY HOUSE
- SHACKLETON

GIRLS

- PARKS
- NIGHTINGALE
- FRY | DAY HOUSE

SENIOR HOUSES

BOYS

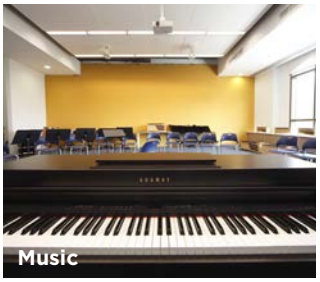
- CHURCHILL
- PEEL
- SHAFTESBURY | DAY HOUSE
- SUN

GIRLS

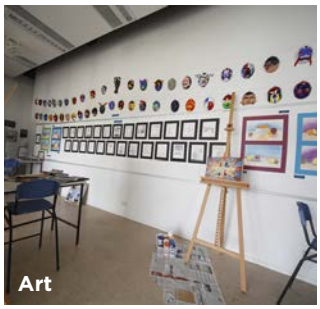
- KELLER
- GELLHORN
- WU | DAY HOUSE
- ANDERSON | DAY HOUSE

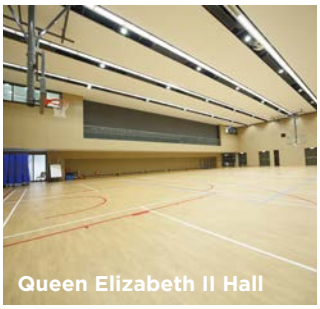
OUR FACILITIES

Astro Pitch


Music

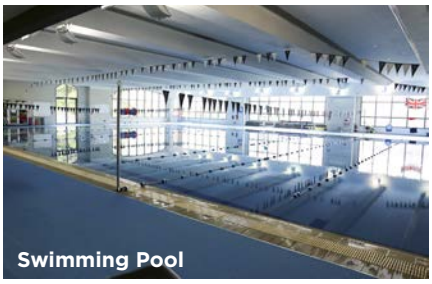
Dance Studio

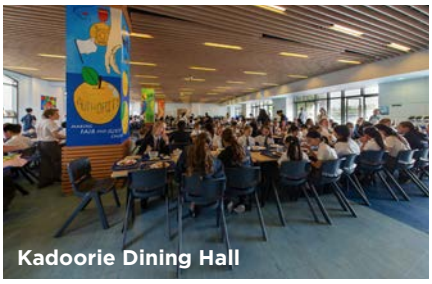

Art


Queen Elizabeth II Hall

Library

Science


Swimming Pool


Kadoorie Dining Hall

Girls' Common Room

Girls' Bedroom

Shakesphere Studio

Gym

Boys' Common Room

Boys' Bedroom

STEAM Centre

BENEFITS OF LIVING AND WORKING IN HONG KONG

Vibrant Lifestyle

Experience a unique blend of Eastern and Western cultures, with world-class dining, shopping, entertainment, and endless opportunities to explore the city.

Gateway to Asia

Hong Kong's strategic location makes it easy to travel across Asia, allowing you to discover new destinations and cultures during school holidays.

Excellent Connectivity

Enjoy the convenience of a world-class public transportation system, modern infrastructure, and direct international flight connections to major global destinations.

Comfortable Climate and Outdoor Lifestyle

With mild winters, warm temperatures throughout much of the year, and easy access to beaches, hiking trails, islands, and outdoor activities, Hong Kong offers an active and balanced lifestyle beyond the classroom.

Safe and Secure Environment

Enjoy peace of mind in one of Asia's safest cities, with low crime rates and a strong sense of security both at work and in everyday life.

WHAT OUR GAP TUTORS SAY

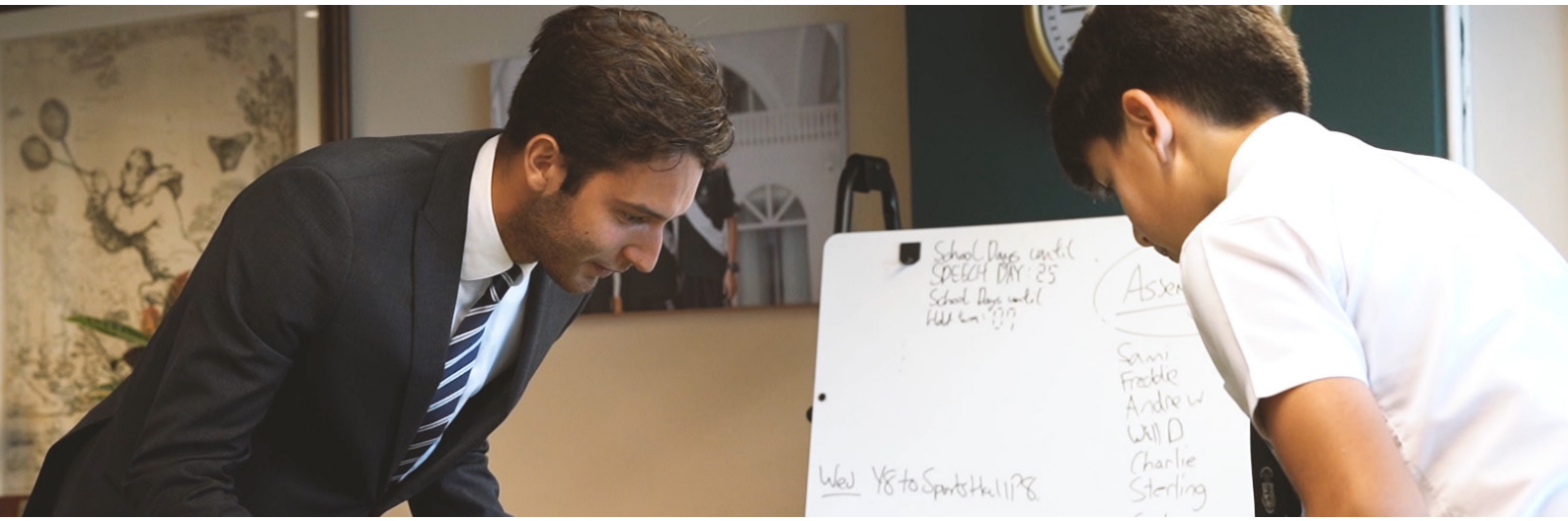
"Being a Gap Tutor is all about variety; from day to day and period to period your timetable will push you out of your comfort zone and make you try things you might not have even considered previously. You pick up so many new skills and abilities that you can then confidently apply to all sorts of scenarios – all whilst being surrounded by great people and an amazing city!"

"Since living in the boarding house, I have a home away from home. The girls and my House Pastoral Team are another family who I know will always raise my spirits and keep me happy."

"Being here for a year offers you the ability to fully immerse yourself into life in Hong Kong. Joining a local sports club is a fabulous way of making friends and exploring more of Hong Kong."

"Taking a Gap Year has taught me how to cook, wash, and be independent. I would encourage everyone to apply for this job as the experiences are those you can only get once in a lifetime and everyone else who applies has a likeminded outgoing attitude."

"There is nowhere quite like Hong Kong. One minute you're in the hustle and bustle of Central and before you know it you can be on the tranquil beaches of Sai Kung."



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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