



# Early Years Teaching Assistant

In September 2025 Harrow International School Hong Kong will oversee the opening of a new Early Years Centre in the Kai Tak area of Hong Kong. Harrow Hong Kong Little Lions will be housed in a new development on Kwun Tong Road and will educate approximately 230 Nursery and Reception pupils in purpose-built classrooms with an outdoor play area and shared learning spaces. The pupils will have priority entry to Year 1 on the Harrow Hong Kong Gold Coast site. This is an exciting opportunity for practitioners to be part of a founding team who will bring our educational vision to life.

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.

<b>Job Title:</b>	<b>Early Years Teaching Assistant</b>
<b>Job Purpose:</b>	To work alongside classroom teachers to inspire, encourage and empower pupils to achieve their very best and become independent and accomplished learners.
<b>Start Date:</b>	August 2025
<b>Reporting Line:</b>	Harrow Hong Kong Little Lions School Leadership Team

## 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 their 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.

### Specific aims and key responsibilities of this position are:

- **Contributing to high standards of learning and teaching:**
  - To be familiar with, and proactively seek out opportunities to develop understanding of, early childhood developmental milestones
  - To be familiar with the Little Lions Curriculum and how we support each area of learning within our learning environments

- Take part in planning sessions alongside classroom teachers
- Communicate clearly and effectively with pupils through questioning, instructing, explaining and providing feedback
- Support pupils with their learning and personal development under the guidance of the class teacher
- Liaise closely with the class teacher, and other members of the Year Group Team, to discuss progress made by pupils
- Record observations which document key learning moments and achievements of individual pupils
- Model and encourage high standards and expectations
- Work collaboratively with the Year Group Team to ensure the best outcomes for all pupils
- Support with the creation of displays, resources and inspiring learning environments (within and outside of the classroom)
- **Contributing to an effective pastoral care framework:**
  - Consistently promote positive behaviour, in line with policy, through modelling behaviour traits we expect to see in our pupils and setting clear expectations
  - Implement, embed and improve safeguarding procedures within the setting
  - Support pupils with personal hygiene and daily routines, where necessary
- **All teaching assistants are expected to:**
  - Maintain professional conduct at all times (including confidentiality of information)
  - Attend staff meetings as required
  - Proactively participate in the annual Professional Performance Review and any relevant School / phase wide INSET initiatives
  - Undertake administrative tasks (including but not limited to creation of displays, preparation of resources, checking home/school communication channels) as necessary
  - Communicate with parents as required
  - Support with the supervision of pupils during mealtimes, as well as indoor and outdoor learning time and during transitions around the setting
  - Support pupils during specialist sessions
  - Undertake tasks and duties as the Head, or a delegated representative, may reasonably request

*Harrow International School Hong Kong and Harrow Hong Kong Little Lions 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 International School Hong Kong and Harrow Hong Kong Little Lions reserves the right to recruit at any stage during the selection process.*

## **Person Specification**

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

### **Qualifications:**

- Higher diploma or above

### **Skills:**

- Excellent communication skills in English (Speaking, Listening, Reading and Writing)
- Have the ability to translate Harrow International School Hong Kong and Harrow Hong Kong Little Lions' vision to be a leading school in Asia into reality
- Excellent organisational, administrative and IT skills

### **Experience:**

- Previous experience in an early years or educational setting is preferred

- Experience of strong collaboration with colleagues

**Knowledge:**

- Computer literate

**Personal Qualities:**

- Native English speaker or near native English speaker
- 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

**Attitudes:**

- A team player with leadership qualities and a reflective and flexible approach
- Passionate about early years education
- Organised, energetic, positive and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Committed to Harrow International School Hong Kong and Harrow Hong Kong Little Lions' ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to professional development and show a willingness to undertake appropriate training as required
- A positive 'can do' approach in all aspects of the role
- High levels of personal presentation, integrity and communication skills

**All applicants should have in place the right to work in Hong Kong**