



Orley Farm School

*Appointment of Deputy Head, Academic
September 2018*

Thursday, 12th October 2017

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best. However, don't be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep as we approach our 175th anniversary and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!

As a school we have been in a very fortunate position investing the best part of £10 million over the past four years and we are looking to invest a similar figure in the near future but facilities are nothing without the right staff team. I am blessed to have a wonderful leadership team and following a recent promotion to Headship, we now have an opportunity to reshape key roles. I am looking for two outstanding leaders who want to inspire 137 colleagues, 500 girls and boys and 700 parents!

I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!



Tim Calvey

Deputy Head – Academic

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aims of post of responsibility:

To support the Head in sustaining the essential academic vision of the School through:

- *Developing and improving the quality of academic provision offered to the pupils in the school through the promotion of the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in learning and teaching;*
- *Promoting the ethos of the school through participation in the construction and implementation of the school improvement plan and in relevant curriculum forums.*

Specific Responsibilities as Deputy Head (Academic)

GENERAL

- To implement the school's agreed policies and procedures;
- To monitor standards of teaching and learning within departments in order to ensure the highest quality of provision and learning for all pupils;
- To cultivate and develop departmental self-review to ensure good progress in standards of teaching and learning;
- To keep up-to-date with educational reform and policy by ensuring an awareness of education initiatives and their usefulness;
- To inform and liaise with the Head and where necessary present information regarding new developments to staff and governors;
- To attend and chair relevant staff meetings, Head of Department(HoD) meetings, Senior Leadership/Management team meetings and pupil progress review meetings;
- To oversee the formulation of school and departmental development plans (reviews and updates);
- To chair Curriculum Team meetings and discuss any proposals resulting from these meetings with the Head, updating the curriculum policy annually;
- To promote the general care of the school by demonstrating awareness of what is needed and responding as necessary;
- To take assembly in the absence of the Head, shared with the Deputy Head (Pastoral);
- To teach a reduced timetable in a given subject;
- To be a budget holder;
- To monitor academic budget spending.

CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised school activities elsewhere.

COMMUNICATION

- To prepare agendas for and chair meetings;
- To support effective communication by forwarding minutes and conclusions of meetings and any other documentation to the relevant staff.
- To liaise with the Transfer Tutor and meet with parents regarding senior school preparation and transfer;
- To coordinate the delivery of School Reports and be responsible for ensuring they are of the highest quality.

ASSESSMENT, RECORDING AND REPORTING

- To attend all Full Board meetings to keep governors aware of academic developments.
- To be responsible for whole school monitoring and development of assessment, recording, reporting and target setting, including updating the Assessment Policy;
- To be responsible for baseline-testing and value-added data (collecting, collating, analysing and disseminating);

TEACHING AND LEARNING	<ul style="list-style-type: none"> • To generate ideas for the improvement of the School Management Information System and oversee its use for pupil tracking and reporting; • To act as the schools nominated person for GDPR; • To compile the annual DfE and ISC census returns.
TIMETABLE AND STAFFING/ STAFF DEVELOPMENT	<ul style="list-style-type: none"> • To monitor standards of teaching and learning within departments, and to ensure that schemes of work and department handbooks are updated by HoDs; • To plan and implement initiatives for the development of teaching and learning; • To play an active role in developing the ICT strategy to enhance teaching and learning; • To formally meet HoDs on a regular basis to monitor standards within departments; • To play a very active role in the observation of learning through learning walks to ensure high standards of teaching and learning and to promote the sharing of best practice; • To ensure that the academic needs of individual pupils referred by Form Teachers or HoDs, are met and, where necessary, to develop a plan of action for a particular pupil working closely with the SENCO and Deputy Head (Pastoral) to ensure that this plan is purposeful and holistic. • To review and update the Homework Policy.
LINE MANAGEMENT DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • To review the timetable, in conjunction with the Head, in order to ensure that it enables the best quality teaching and learning to take place; • To oversee construction of the timetable; • To review academic staff requirements with the Head and organise all recruitment of academic staff; • Working with the CPD Coordinator, to organise and/ or deliver INSET for staff where relevant; • To oversee the Induction of new pupils; • To attend INSET training and external courses to ensure continuing professional development.
LINE MANAGEMENT DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • To line manage all Heads of Department; • To participate in the appointment of staff to departments and support the HoD in the drawing up of their specific job descriptions; • To promote development and training opportunities for all departments; • To take an appropriate part in the school's performance management process;

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification

Essential requirements:

- Awareness of and a commitment to our values, 'Thinking Skills' and ethos
- Excellent classroom practitioner who will lead by example
- Ability to motivate students and staff
- Ability to lead, coordinate, delegate and empower
- Ability to manage change and work under pressure of changing circumstances
- Ability to see things through to completion
- Excellent and demonstrable organisational and analytical skills
- Excellent communication skills along with the ability to listen and understand
- An exceptional role model with high standards of integrity and approachability
- A 'team player'
- Highly motivated, ambitious, and upbeat
- Calm under pressure with a good sense of humour

- Flexible and collaborative
- High levels of thinking and evaluative skills with the curiosity to explore and use assessment data to further 'our' learning
- Awareness of developments within curricular, assessment and data tracking areas
- Willing to undertake training and attend educational seminars

Desirable requirements:

- Understanding of successful teaching and learning across the entire curriculum across all key stages
- Whole school curriculum leadership
- Successful involvement in staff recruitment, appointment/induction
- A working understanding and familiarity of ISAMS

How to apply

Please send your completed application form and letter of application to:

Purvi Patel, HR Officer
Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU

Or alternatively, email to: hr@orleyfarm.harrow.sch.uk

Closing date: **Friday 3rd November 2017**

Interviews: **Week commencing 13th November 2017**