

Orley Farm School

Head of Design and Technology



The School

Orley Farm School is one of the leading co-educational prep schools in Greater London. It has a long and successful history of over 160 years and is currently part-way through an £11 million refurbishment plan which will see us into the next 160 years. There are 500 pupils at the school and they operate in three sections – The Pre Prep (Reception to Year 2), The Middle School (Years 3 to 5) and the Upper School (Years 6 to 8). Each year group in the school is made up of three classes – from Reception to Year 6 each class has approximately twenty pupils; and in Years 7 and 8 each class has approximately 15 pupils. Pupils from Orley Farm School feed a great variety of quality day and boarding schools and they regularly achieve an impressive array of scholarships. Girls generally transfer to their senior schools at 11+ and boys transfer at 13+. The School has a proud tradition of recruiting staff who seek further career progression and this personal development is encouraged. This is supported by an innovative CPD and Professional Review process. In the recent past, three colleagues have moved on to Headship, three to Deputy Headship and two to Director of Studies positions. Please visit our website for more information about the School.

www.orleyfarm.harrow.sch.uk

0208 869 7600



What makes us unique?

We are one of the few co-educational schools in the area and we sit on an unrivalled site of 36+ acres. We are extremely fortunate to be in close proximity to the opportunities and sights that London has to offer. With purpose built, well-equipped and modern facilities, Orley Farm continues to invest to ensure its environment is a stimulating and inspiring environment for the pupils to learn in, and for our staff to develop enquiring minds.

The physical resources within the DT department are excellent. We have 4 fully equipped workshops housing a good range of hand and machine tools, there are two Art / Graphics rooms, 1 large fully equipped technology workshop and an adjacent computer suite, containing machines and technology that senior schools would be proud of. In addition, we have an exceptional Music Suite which houses specialist music teaching rooms and individual practise rooms together with a fully equipped Drama Studio. St. George's Hall provides a staged and tiered seating area for performances with full sound and lighting systems which offer further opportunities to the pupils. Other facilities include a Gym, Sports Hall, Swimming Pool and Astro-turf and three ICT Suites which all enhance our learning environment and experience. A purpose built Pre-Prep, a self-contained Middle School and specialist Upper School subject rooms, including two fully equipped Science Laboratories and Language Rooms encourage pupils to become absorbed in their subjects and develop a passion for learning. Our new Learning Resource Centre and Dining Room allows pupils and staff the opportunity to be nourished physically and academically and make the most of all the opportunities that are available.

But it is not only this that makes us unique! We pride ourselves on educating pupils beyond entrance exams. Our curriculum is designed to offer breadth in order that we are not simply another London Day School that crams a child to clear the bar. OFS pupils are three dimensional, with curiosity for learning and the skills to fuel that thirst; a moral compass that offers values for life and a co-curricular programme that embeds a desire to always look for new interests. We call this the Orley Farm Way and it is delivered through our innovative 'Edge' programme. The programme is unique and has been developed in house, its aim is simple; to provide our pupils with a wide range of activities, presenting them with opportunities to learn and experience many different aspects of life. Read on to see how you can be part of our journey...

Benefits of working at Orley Farm School include:

- A highly competitive salary scale
- Membership of the Teachers' Pension Scheme
- A comprehensive CPD programme
- The opportunity to select and attend relevant training courses
- An NQT programme
- Childcare voucher scheme
- Salary sacrifice scheme
- On-site parking
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- Free breakfast, lunch and refreshments
- An outdoor swimming pool
- Which staff are encouraged to use throughout the summer months.
- A beautiful working environment set in a 36 acre site in Harrow on the Hill
- An extremely committed, loyal and happy staff, and highly motivated pupils .



A GREAT PLACE TO BE!

The Role

First and foremost, this person will lead the Design and Technology department and be expected to teach pupils from Year 4 to Year 8. Technology is essentially a practical subject requiring a practical approach in every activity, with the design aspect of the subject based on experience and experiment. As a department we are always striving to develop our resources to embrace technological change. Students are encouraged to use I pads, laptops and design software to capture, record and share design ideas, which are displayed around the school.

The physical resources within the department are excellent. We have 4 fully equipped workshops housing a good range of hand and machine tools, there are two Art / Graphics rooms, 1 large fully equipped technology workshop and an adjacent computer suite.

In addition, all staff are expected to be part of the pastoral make up of the school. This might entail being a Form Teacher for more experienced teachers but would certainly entail supporting as a Form Tutor.

Whilst we are a day school, we do expect staff to contribute to the broader life of a busy school. Therefore, coaching games, running hobbies, or helping with play productions are all part of life in this rewarding environment! All of our staff are required to attend Expeditions Week, which is a residential activity week for all pupils in years 4 – 8 in July each year, a rewarding experience for all involved!

The following items are included in the professional duties that may be required of all teachers under the direction of the Head:

1. Teaching

Carry out the following in line with current school policy:

- Plan, prepare, evaluate, modify courses and deliver these according to the curriculum, together with other members of staff, where relevant.
- Meet the varied needs of individual pupils.
- Mark, assess and record achievement, progress and effort of individual pupils.
- Provide oral and written reports on individual pupils for parents and staff.
- Share in the maintenance of good conduct amongst pupils in the classroom, school grounds and when engaged in school activities elsewhere.
- Participate in the renewal and maintenance of displays in classrooms and around the school.
- Attend departmental and other staff meetings as requested.
- Participate in arrangements for regular Professional Reviews.

2. Other Activities

- Be aware of and ensure implementation of current School policies e.g. Child Protection, Special Needs, Health and Safety.
- Maintain competence in ICT skills to support up-to-date teaching, assessment and recording procedures.
- Provide cover for absent teachers, supervising or teaching as necessary.
- Prepare Assemblies as requested.
- Attend House meetings as required.
- Share in the safeguarding of the health and safety of pupils on the school premises and when engaged in school activities elsewhere.
- Attend and participate in any courses provided by, or recommended by, the school, for the teacher's development or to address the school's needs.
- Organise and participate in extra-curricular activities at lunchtime or after school if requested.
- Share in the carrying out of break, lunchtime and/or other duties as requested.
- Communicate and co-operate with persons or bodies outside the school.
- Participate in the activities of Expeditions Week as required.
- Carry out any additional reasonable requests from the Head.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Child Protection Officer or to the Headteacher (if different).

Throughout the school supervision of the overall curriculum rests with the Heads of Section (in Pre-Prep and Middle School) or the Director of Pupil Development (Upper School), this is overseen by the Deputy Head (Academic) – these members of staff together with the Head of Learning Support and the Headmaster constitute the section of the Curriculum Committee with which Heads of Department meet.

Heads of Department are responsible to the Headmaster through the Curriculum Committee for their subject and oversee its delivery across the School's age group (4-13 years) in accordance with all current school policies.

Heads of Department are assisted by subject co-ordinators in the Pre Prep and Middle School

Responsibilities:

- To monitor throughout the school:
 - ⇒ Pupils' work (including through the display of pupils' work)
 - ⇒ Teaching and sharing of good practice
 - ⇒ Planning
 - ⇒ Standards
 - ⇒ Programmes of Study
- To oversee and maintain all relevant documentation for the Department in accordance with School policies, to include (amongst others):
 - ⇒ Departmental handbook
 - ⇒ Long term plans
 - ⇒ Medium term plans
- To oversee and monitor the implementation of these policies and departmental documents
- To ensure that the current school policies are implemented by all members of their Department and to assist the Curriculum Committee in arranging the deployment of staff within their department
- To support the professional development of colleagues within the department through the Professional Development programme, departmental meetings (at least termly, with appropriate agenda and minutes) and through the delivery of appropriate inset
- To support the Headmaster in the selection process for vacant departmental post and in ensuring appropriate lesson content in case of departmental staff absence
- To ensure that due consideration is given to the appropriate resourcing of the Department
- To ensure that, as Head of Department, s/he maintains an up to date knowledge of the subject and its delivery through appropriate inset and contact with other relevant agencies
- To liaise closely and meet, at least termly, with their subject co-coordinators in the Pre Prep and Middle School
- To establish and build on cross curricular links where appropriate.

The successful candidate will have:

- A degree relevant to teaching Design and Technology;
- A recognised, relevant and suitable teaching qualification such as PGCE or equivalent;
- Evidence of continuous INSET and commitment to further professional development;
- A demonstrable passion for teaching DT;
- A clear enthusiasm for working with young children; and
- The experience and ability and to use IT in support of learning

The Teacher should have knowledge and understanding of:

- The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);
- Outstanding pastoral care and safeguarding of children;
- Curriculum requirements at KS2 and KS3;
- The monitoring, assessment, recording and reporting of pupils' progress;
- The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children;
- The positive links necessary within school and with all its stakeholders; and
- Effective teaching and learning styles

The Teacher will be:

- An inspirational, committed and highly effective practitioner, dedicated to achieving the best outcome for every individual child both inside and outside the classroom;
- Committed to the personal development of pupils and be driven to attain and maintain our ethos;
- Able to promote the school's aims positively, and use effective strategies to monitor motivation and morale;
- Able to develop good working relationships with colleagues and have the ability to work well within a team whilst promoting the best interests of the school;
- Able to establish and develop close relationships with parents, governors and the community;
- Able to communicate effectively both orally and in writing to a variety of audiences;
- Able to create a happy, challenging and effective learning environment;
- Willing to run and support extra-curricular activities;
- Organised, resourceful, an excellent time keeper, approachable, committed, empathetic, and enthusiastic with a sense of humour and the ability to make learning fun;
- Sympathetic to the aims and ethos of our school; and
- Patient and Resourceful

THE PERSON



I hope that the information in this pack gives you a taster of the wonderful school we believe Orley Farm to be. If you wish to join us to be part of our story, please complete an application! If you have any questions in the meantime, please do not hesitate to make contact – I would be delighted to talk to you further about this exciting post.

The Appointment Process

Please complete the application form (downloadable from the school website) by 9am on Friday 6th November 2015 and also submit a letter of application to the Headmaster, Mr Tim Calvey. This letter should explain why you believe that you are the right candidate for this role and what attracts you to working at Orley Farm School. Please do not replicate these points in the relevant section of the Application Form. Please contact me if you would like a copy of our Recruitment, Selection and Disclosure Policy and Procedure.

Applications may be submitted by e-mail to jarmanc@orleyfarm.harrow.sch.uk or by post to Cheryl Jarman, Orley farm School, South Hill Avenue, Harrow, Middlesex, HA1 3NU (0208 8697643).

The Interview Process

Interviews will be held on 26th November 2015

Shortlisted candidates will be invited to spend a morning or afternoon with us, during which they will teach a one hour lesson. Details of the lesson will be sent in advance and will be observed by an appropriate member of the Senior Leadership Team. The day will also include:

- An interview with the Head and Deputy Head
- A tour of the school with some of our pupils
- Coffee and the opportunity to meet our staff

We look forward to welcoming you should you decide to apply.

Cheryl Jarman

HR Manager

THE PROCESS