



Orley Farm School
Head of Pre Prep

September 2018

Monday, 22nd January 2018

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. The DNA of this school is exceptionally strong as we approach our 175th anniversary as 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 and deeper 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!

Plans are in place for £2 million investment in the already outstanding Pre Prep facilities. These include a large multipurpose Hall and unique entrance as well as landscaping 5 acres of magnificent meadowland that surrounds the Pre Prep to complement our Creative Curriculum. 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 the current incumbent recently accepting an internal promotion to Deputy Head Academic, we now have an opportunity to find the next inspiring leader for the starting point of our journey. I am looking for a passionate educator who wants 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

Head of Pre Prep

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.

The Pre-Prep is the start of our journey in every sense and forms the foundations upon which further learning can flourish: it comprises of 180+ pupils and 20+ staff and is the main point of entry to the School. There are about 180 applications for 63 places at 4+ into the Reception Year. It occupies delightful premises and is very well-resourced with access to all other areas of the School.

The Head of Pre-Prep has day-to-day oversight of the Pre-Prep Department and can rely on the support of the Headmaster, and other members of the Senior Leadership Team, as appropriate.

The Head of Pre-Prep is a member of the Senior Leadership Team, reporting to the Headmaster and working closely with him as well as other members of the Senior Leadership team.

Aims of post of responsibility:

- *The Head of Pre-Prep is responsible for effectively leading and managing the Pre-Prep Department to the highest standard, so that staff give the best possible care to pupils in their charge and achieve the highest quality teaching and learning across all years. Working in close cooperation with the Head, Pre-Prep staff and other members of the SLT, s/he will*

Specific Responsibilities as Head of Pre Prep	
GENERAL	<ul style="list-style-type: none"> • ensure the smooth running of the Pre-Prep Department and take a lead role in the development and delivery of the pastoral and academic curriculum; • enable all pupils to develop their abilities and personalities; • ensure access to a broad and balanced curriculum in a creative and stimulating environment; • respond effectively to change and challenges that arise from developments affecting education; • further develop the partnership between sections of the school, staff, parents, children and the community.
CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY	<ul style="list-style-type: none"> • work with the staff to provide a welcoming, well-maintained and stimulating environment which supports the physical and emotional well-being of all pupils, ensuring they feel safe and confident; • promote high expectations of behaviour of pupils and staff, and maintain the School's positive ethos and values ; • work closely with the Deputy Head Pastoral and report any safeguarding concerns immediately; • take assemblies; • work closely with the SENCo to oversee SEN within the department; • develop a range of extra-curricular activities; • lead weekly pastoral discussions with staff and report to the Deputy Head Pastoral.
COMMUNICATION & MARKETING	<ul style="list-style-type: none"> • liaise with parents in all pastoral and curriculum areas, in cooperation with relevant staff; • keep parents informed by means of firefly and other effective channels of communication; • organise and attend events to which parents are invited, including Parents' Evenings; • work closely with the Registrar to lead the marketing and recruitment of pupils, in line with the whole school strategy, including showing prospective parents around the

	<p>School, organising admission tests and parental interviews;</p> <ul style="list-style-type: none"> • promote good relationships with the School’s neighbours; • maintain strong links with feeder nurseries; • establish strong links with the local community; • establish links with outside agencies – educational psychologists etc; • monitor the keeping of registers and records.
CURRICULUM	<ul style="list-style-type: none"> • determine a broad and balanced curriculum, which provides effective pace, continuity and progress in learning within Pre-Prep; • ensure that up-to-date policies and schemes of work are in place; • ensure that the full range of pupils’ abilities and needs are addressed and differentiation is evident; • promote teaching and learning of the highest quality; • inspire creative and inspirational teaching; • ensure that appropriate targets are set for pupils at all levels and that these are tracked throughout Pre-Prep and into Middle School; • monitor and further develop systematic process for assessment, recording and reporting, including the Early Years Foundation Stage profiles; • work closely with the Deputy Head Academic and the Head of Middle School to ensure value-added and continuity across the school; • make best use of the whole learning environment in order to maximize individual pupil development; • The Head of Pre-Prep will be expected to cover the Deputy Head of Pre-Prep and Year Group Coordinators classes each week as well as cover other classes when appropriate.
MANAGEMENT & LEADERSHIP	<ul style="list-style-type: none"> • provide leadership for School development planning, and prepare an annual development plan, having involved all departmental members in its compilation; • promote a culture of high expectations and excellent work ethic; • control all resources of the department so as to ensure effective learning processes can be followed, including the management of expenditure; • ensure the Pre-Prep budget and resources are managed well; • manage the work of all departmental staff to ensure the best possible organisation for effective teaching and learning to take place; • ensure the Pre-Prep and School Health & Safety regulations and guidelines are followed; • complete Risk Assessments in consultation with the Pre-Prep staff; • work closely with the Head of Middle School and staff to ensure an effective transition from Pre-Prep to Middle School; • contribute to whole school development and the work of the SLT from the perspective of the primary phase; • Work closely with appropriate staff to plan and coordinate all major Pre-Prep events such as productions, sports days, book week, special days; • liaise with the Office and Administration on day-to-day arrangements; • organise the cover within the Pre-Prep Department; • attend the IAPS Heads of Pre-Prep conference and other relevant courses to keep up to date with new initiatives.
TIMETABLE AND STAFFING/ STAFF DEVELOPMENT	<ul style="list-style-type: none"> • promote good relationships by applying skills of sensitive leadership and management; • in conjunction with the Headmaster, maintain a staffing structure appropriate to the needs of the school; • work with the Headmaster in the appointment of staff; • review staff tasks and job descriptions and determine posts of responsibility within

	<p>Pre-Prep;</p> <ul style="list-style-type: none"> • appraise all members of staff within the Pre-Prep Department; • implement School policies for staff development, training, support and review; • ensure that staff is aware of the contents of the Staff Handbook and update the handbook as necessary; • provide induction support and guidance to new teachers; • work closely with the Deputy Head Academic through observing lessons, learning walks, work and planning scrutiny to ensure that teaching and learning remains at a high standard; • provide supervision meetings at least once a term with all EYFS staff.
LINE MANAGEMENT / TEAMS	<p>The Head of Pre-Prep will be a member of the:</p> <ul style="list-style-type: none"> • Senior Leadership Team (meeting once a week) • Core Group (meeting once a week) • Curriculum Team (meeting 3x a week) • Health and Safety Committee (meeting once a term) • Education Committee (meeting once a term)

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

Person Specification

Essential requirements:

- Awareness and a commitment to our values, 'Thinking Skills' and ethos
- Excellent classroom practitioner who can 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 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 emotional intelligence and the curiosity to explore and build connections to further 'our' learning
- Thorough knowledge of the Early Years Foundation Stage.

Desirable requirements:

- Experience of leading/coordinating professional development opportunities
- Experience of teaching in more than one school
- Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management

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 16th February 2018**

Interviews: **Week commencing 26th February 2018**