



Orley Farm School

*Appointment of Head of English
September 2018*

Thursday 1st February 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 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 Curriculum Team and I am looking for an outstanding Head of English who wants to inspire 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
Headmaster

Benefits of working at Orley Farm School include:

- An extremely committed, loyal and happy staff and highly motivated pupils
- A beautiful working environment set in a 36 acre site in Harrow on the Hill
- 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

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.

MAIN RESPONSIBILITIES FOR HEAD OF ENGLISH

- To be accountable for leading, managing and developing the subject/curriculum area;
- To raise standards of pupil attainment and achievement, ensuring an appropriately differentiated curriculum is delivered and monitored;
- To be accountable for pupil progress and development within the subject area;
- To liaise with the SENCo supporting pupil progress;
- To have oversight of English teaching and learning across the whole school;
- To liaise with the subject coordinator;
- To develop and enhance the teaching practice of others.
- To develop and review syllabuses, resources, schemes of work, assessment and teaching and learning strategies in the department;
- To oversee day-to-day management and leadership of the department;
- To actively monitor and follow up pupil progress;
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Data Protection, Safeguarding, Risk Assessments etc. ensuring that all policies and practices, throughout the department are in-line with requirements and are updated where necessary;
- To keep up to date with and respond to developments in the subject area and teaching practice and methodology;
- To promote teamwork and to motivate staff to ensure effective working relations;
- To establish the process of the setting of targets within the department and to work towards their achievement;
- To contribute positively to the CPD procedures of the school and your departmental staffing;
- To disseminate information from HoD meetings;

- To ensure effective communication / consultation as appropriate with parents / guardians;
- To act as a Form Teacher / Tutor and to carry out the duties associated with that role as outlined in the job description, as required;
- To play a full part in the life of the school community, to support its distinctive aims, ethos and policies and to encourage and ensure staff and pupils to follow this example;

PERSON SPECIFICATION

Qualifications:

- Graduate with Qualified Teacher Status
- Ongoing professional development
- Appropriate degree
- KS2/3 level teaching experience

Key Competencies:

- Ability to be a strong and supportive leader, and delegate appropriately;
- Ability to be an excellent classroom practitioner and good role model;
- Ability to think strategically and successfully implement agreed strategies;
- Ability to liaise and work with other heads of department to promote the education of all pupils;
- Ability to use data to promote learning and to set targets appropriate to pupils' abilities and needs.

Personal Qualities:

- A passion for English
- High levels of drive and energy;
- High levels of interpersonal skills;
- Commitment to independent education and high pupil expectations;
- Ability to contribute to and further develop extra-curricular opportunities within the school;
- Ability to set and achieve realistic goals;
- Ability to support, motivate and inspire others;
- Sense of humour, good listener, positive outlook;
- Ability to impose calm;
- Ability to work as part of a team;
- Demonstrate a passion for teaching English.

Professional Knowledge & 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 across KS2-KS3;
- The monitoring, assessment, recording and reporting of pupils' progress;

- The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEND and Safeguarding Children;
- Effective teaching and learning styles.

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 Designated Safeguarding Lead in line with School Policy.

The Appointment Process

Please complete the application form (downloadable from the school website) by 9am on Friday 23rd February 2018 also, submit a letter of application addressed to the Headmaster, Mr. Tim Calvey. This letter should explain why you believe that you are the right candidate for this role, what you feel you can bring to us and what attracts you to working at Orley Farm School. Please do not replicate these points in the relevant section of the Application Form.

Applications may be submitted by e-mail to hr@orleyfarm.harrow.sch.uk or by post to Purvi Patel, Orley Farm School, South Hill Avenue, Harrow, Middlesex, HA1 3NU (0208 8697602).

The Interview Process

Interviews will be held on Tuesday 6th March 2018.

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:

- Teach a lesson
- An interview with the Head and Deputy Head
- A short in-tray task
- A tour of the school and lunch with some of our pupils
- Coffee and the opportunity to meet our staff

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

Yours sincerely,

A handwritten signature in black ink that reads "Tim Calvey". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Tim Calvey
Headmaster