



## JOB DESCRIPTION

KS1/KS2 Teacher – Maternity Cover

Location	Orley Farm School
Salary	Dependent on experience and qualifications

### Background

Orley Farm School is a leading co-educational independent preparatory school set in 36 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

### 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
- A comprehensive CPD Programme
- The opportunity to select and attend relevant training courses
- 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.**

### Duties and Responsibilities

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

#### 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.
- Attend Parent Evenings and 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 Designated Safeguarding Lead in line with School Policy.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

## Person Specification

The Teacher should be:

- Organised, resourceful, an excellent timekeeper, 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
- Patient and Resourceful
- Ability to relate well to children and adults.
- Have good numeracy and literacy skills and confident use of ICT communication skills.
- Creative, friendly, patient, calm, caring and adaptable.
- Excellent verbal and written communication.
- Willingness to undertake training when required.
- Experience of working as part of a team.
- Exhibit high moral standards in dealing with confidential and sensitive issues.
- Understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.

## How to apply

Please send your completed application form to:

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

Or alternatively, email to: [hr@orleyfarm.harrow.sch.uk](mailto:hr@orleyfarm.harrow.sch.uk)