



JOB DESCRIPTION

KS1/KS2 Supply Teacher

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. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service in the event of a successful application.

Role

Supply Teachers are expected to be able to teach all core curriculum subjects. As well as being well-qualified, all Supply Teachers need to be enthusiastic, resourceful, have the flexibility to adapt quickly to a new environment and demonstrate a 'can-do' attitude.

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.

Person Specification

Qualifications:

- Honours degree in a relevant subject. Teaching qualification together with Qualified Teacher Status (QTS)

Experience:

- Experience of teaching in a School in EYFS, KS1 and KS2.
- A proven ability to work within a team.

Knowledge, Skills and abilities:

- Organised, resourceful, an excellent timekeeper, approachable, committed, empathetic, and enthusiastic.
- With a sense of humour and the ability to make learning fun.

- An ability to plan, prepare and deliver the curriculum as set out in schemes of work, making it relevant to the differing abilities within the class;
- An ability to assess and record the progress of children's learning to inform next steps and monitor progress;
- Knowledge of a wider range of teaching strategies to meet different learning needs;
- An ability to create a stimulating and safe learning environment;
- Excellent teaching and class management skills;
- The ability to build rapport with colleagues and parents;
- 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.
- A confident and competent user of ICT.
- Creative, friendly, patient, calm, caring and adaptable.
- Excellent verbal and written communication at all levels.
- Willingness to undertake training when required.
- 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.

The Application Process

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. If you are unsuccessful, all copied documents will be destroyed confidentially and securely.

Applications should consist of a covering letter and the School's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

We encourage all application forms to be e-mailed directly to Purvi Patel, HR Administrator, marked confidential at **HR@orleyfarm.harrow.sch.uk**

If you would like to return the completed application form by post, please marked it for the attention of:

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

If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

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