

Orley Farm School



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Appointment of PE and Games Teacher – Maternity Cover

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)
- Breakfast and lunch are provided free of charge in the school's dining hall during term time, including vegetarian options. Refreshments are supplied throughout the day.
- An outdoor swimming pool which staff are encouraged to use throughout the summer months

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).

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

Duties and Responsibilities

Orley Farm School is looking for suitably qualified and experienced PE and Games Teacher to join the Games Department. The post holder will work closely with the Teaching Staff who manage the curriculum and extra-curricular programme. Ideally, we are looking for a full-time teacher but happy to discuss part time working pattern for the right candidate. This can be discussed during the interview process.

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

1. Teaching

- Coaching as above. The successful candidate will be proficient in the skills, techniques and tactics appropriate to the activity, age and experience of the pupils.
- Working within curricular and extra-curricular time the candidate would be able to plan and lead sessions within specified frameworks; select, manage and umpire teams; track pupil progress and liaise with the Head of Girls' and Head of Boys' Games to ensure the highest standard of coaching is met.
- An understanding of Health and Safety procedures, risk assessments and codes of conduct for pupils while taking part in games.

- Caring for sports equipment and kit and organisation of sport and exercise store cupboards.
- Supervising students during changing, ensuring good behaviour and safe conduct.
- Liaising with the Head of Girls' and Head of Boys' Games and other teaching staff and coaches as required.
- Contributing to the development of coaching plans appropriate to the activity, age and experience of the pupils.
- Year 8 Form Teacher responsibilities.
- Participate in and contribute to INSET training for staff as required.
- Carry out such other duties within the post holder's capabilities as may be reasonably requested from time to time.
- 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.
- 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.
- 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 at least one extra-curricular activities at lunchtime or after school per week.
- 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 or to the Headmaster.

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

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 KS1, KS2 and KS3.
- A proven ability to work within a team.

Knowledge, Skills and abilities:

The PE and Games Teacher should be:

- Be a confident, well-motivated and presentable person who knows (or will quickly learn) how to behave as a member of the academic staff and set an appropriate example to pupils of all ages.
- Energetic and approachable with excellent communication, organisational and interpersonal skills.
- Ability to build and maintain strong relationships.
- Flexible with a 'can-do' approach and able to work effectively and use initiative without constant supervision.
- A proactive approach to work, and meeting targets.
- The ability to maintain in strictest confidence any information received concerning school matters.
- With a sense of humour and the ability to make learning fun.
- Sympathetic to the aims and ethos of our school.
- Creative, friendly, patient, calm, caring and adaptable.
- 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.

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.

Applicants should be aware that we cannot consider an application unless the specified application form has been filled in completely. The form should include your full employment history, education and two referees, any previous employer may be approached by the School. Incomplete application forms may be returned and will not be taken any further.

We encourage all application forms to be e-mailed directly to Purvi Patel, HR Manager, 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 Manager
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.

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.