

Orley Farm *School*



Orley Farm School

Supply Teacher

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).

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:

- Teach EYFS, KS1 and KS2 pupils.
- 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 adhered to ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, 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 their 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:

- Graduate with Qualified Teacher Status;
- Ongoing professional development;
- Appropriate degree.

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 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 emailed directly to Purvi Patel, HR Manager, at **HR@orleyfarm.harrow.sch.uk** or by post to **Purvi Patel, HR Manager, Orley Farm School, South Hill Avenue, Harrow, Middlesex, 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 a week after 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. Please note, incomplete application forms will not be shortlisted for the interview process.

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.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.