

Orley Farm School



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*Appointment of Head of Classics
September 2021*

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

Main Responsibilities for Head of Classics

- To teach Classics and another subject;
- 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 monitoring and following up pupil progress and development within the subject area;
- To liaise with the SENCo supporting pupil progress;
- 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, promoting teamwork and to motivating staff
- 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 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 to develop and enhance the teaching practice within your departmental staffing;
- To disseminate information from HoD meetings;
- To ensure effective communication / consultation as appropriate with parents / guardians;

- To act as a 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 an appropriate degree and Qualified Teacher Status
- Ongoing professional development
- 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 Classics and another subject;
- 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;

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 to 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 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.

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).

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.