



ORCHARD HOUSE
SCHOOL



APPLICANT INFORMATION PACK

Post: Form Teacher



Welcome from the Head



Mrs Henrietta Adams
Head of School

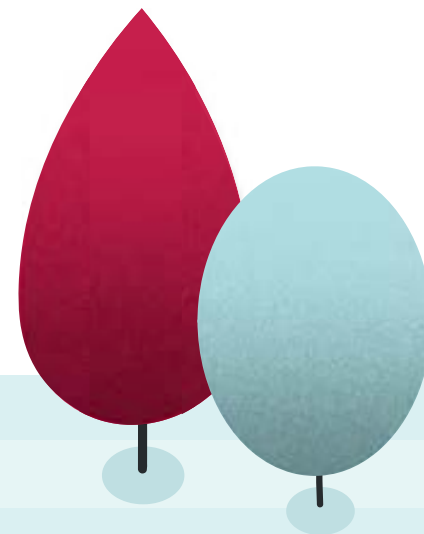
“Welcome to Orchard House School.

It is a privilege to lead Orchard House School, a warm, ambitious and thriving community in the heart of West London. As a leading co-educational prep school for boys and girls aged 3 to 11, we are proud of our strong academic outcomes and, just as importantly, the care and attention we give to every child.

At Orchard House, people matter. Our pupils are known and understood as individuals, and the same is true of our staff. Small classes, excellent resources and an outstanding pastoral approach allow teachers to focus on what they do best: delivering thoughtful, engaging lessons and building strong relationships with children and families. We believe that when staff feel supported, trusted and valued, they do their best work.

Guided by our values of Excellence, Honesty and Kindness, we work hard to maintain a culture that is purposeful yet warm, ambitious yet grounded. There is laughter alongside high standards, and a genuine sense of teamwork across the school.

Orchard House is a place where staff are encouraged to grow, contribute and feel proud of the work they do. I warmly invite you to learn more about our school and consider becoming part of our community.”





About Us

Orchard House School is a leading co-educational prep school in Chiswick, educating children aged 3 to 11. We are known for combining high academic standards with exceptional pastoral care, creating a supportive and ambitious environment in which both pupils and staff thrive.

Our bespoke curriculum, The Learning Orchard, is designed to spark curiosity, build confidence and remove barriers to achievement. It includes dedicated STEM learning in our Innovation Hub, a strong emphasis on philosophy and oracy to develop articulate, thoughtful communicators, and our Reading Explorer (KS1) and Reading Scholar (KS2) programmes, which nurture a genuine love of reading and independent literacy. Alongside this, we offer an extensive range of clubs and a well-established wraparound care provision, ensuring children enjoy a full and enriching school day.

We prepare pupils carefully for their next steps, with leavers moving on to a wide range of prestigious senior schools. Our achievements across academics, sport and the arts reflect a culture where effort is recognised and celebrated.

Orchard House is part of Dukes Education, a family of schools connected by a shared commitment to excellence, collaboration and professional growth. Our most recent ISI inspection praised the school's strong leadership and the confidence and engagement of pupils, noting the positive impact of the school's caring and purposeful ethos.

Above all, Orchard House is a close-knit, supportive community, where staff are valued, teamwork matters and high standards sit comfortably alongside warmth and enjoyment.





Our Values

We encourage the development of strong habits and the willingness to try something new, striving to embody our values fully in order to be the best we can be.

EXCELLENCE

With unrivalled staff, excellent facilities and top-quality extra curricular provision, we offer endless opportunities for children to discover where they excel. Science, humanities, the arts, or sport; we provide a rounded curriculum that encourages each child to discover and follow their passions. Our pupils have ambitious goals and high hopes for their futures, and we provide the best possible preparation for an extraordinary life.

HONESTY

Our guiding principle enables us to build respectful and genuine relationships, learning to trust and be trusted by others. Honesty creates a culture where children are encouraged to be themselves while taking responsibility for mistakes and learning from them. By helping build resilience and character, we ensure that our pupils are ready for the opportunities and challenges that lie ahead.

KINDNESS

True strength comes from embracing kindness - not only towards others, but ourselves too. This bold and intentional choice, requires courage and self-compassion, especially when the world feels challenging. Kindness is an essential part of leadership, empowering our pupils to uplift those around them. They learn to lead with empathy, resilience, and heart, creating a positive impact that will last a lifetime.



The Role

Overview:

This is a full-time class teaching position for KS1 or KS2.

The successful candidate will be an excellent classroom practitioner, have the ability to motivate young people in their learning and have excellent communication, organisational and creative skills.

The successful candidate will be required to fully engage in school life and be involved with the delivery of co-curricular activities.

Experience & Knowledge:

- Teaching qualification
- Experience of teaching in KS1 or KS2
- A demonstrable track record of excellent teaching
- Experience using online applications and software to enhance teaching
- Significant evidence of appropriate continued professional development and awareness of current trends in educational and curriculum development at preparatory school level
- Knowledge of best practice in Safeguarding
- A confident user of IT for communications and management purposes.

The Role

Additional Responsibilities:

- Working closely with the Head of Learning Support to discuss and implement strategies to support pupils in their learning
- Lead an extra-curricular club and contribute to the wider school community
- Undertake tasks as may reasonably be assigned by the Head or Deputy Heads
- Attend INSET courses
- To maintain good order and discipline amongst pupils, safeguarding their health and safety at work and play
- To ensure the pastoral curriculum is delivered with sensitivity and understanding, meeting the emotional and social needs of the pupils.

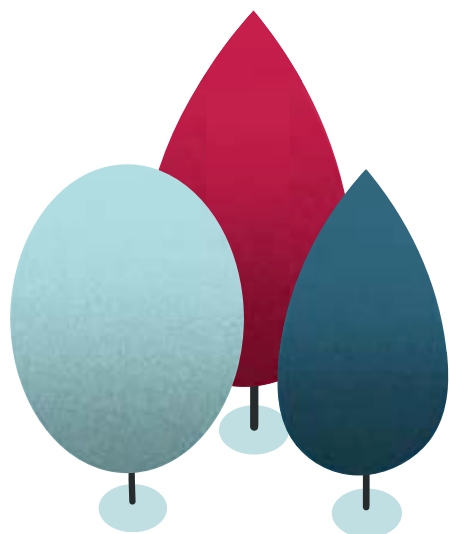
Teaching & Leadership:

- Maintain a high standard of teaching and contribute to the academic life of the school
- Lead and support the school's ethos and values, fostering a positive and professional culture
- Mark, assess, report and record pupils' work consistently, in accordance with school policy, to ensure progress and development for all children
- Liaise regularly with parents regarding pupil progress
- Foster and maintain strong and positive relationships with SLT, Governors, staff and parents
- Demonstrate a passion for teaching and an awareness of developments in the wider educational environment
- Demonstrate strong listening and communication skills, both written and oral
- Work well with others and support colleagues, sharing best practice
- Demonstrate a fair and calm approach to leadership
- Maintain high administrative skills and work effectively to deadlines.



Essential and Desirable Criteria

Experience	Essential	Desirable
Strong and demonstrable leadership experience with a strategic mind set	✓	
Experience as a subject teacher covering KS1 or KS2	✓	
Experience of participating in or leading a whole school initiative		✓
Experience of a management role e.g. as Head of Department		✓

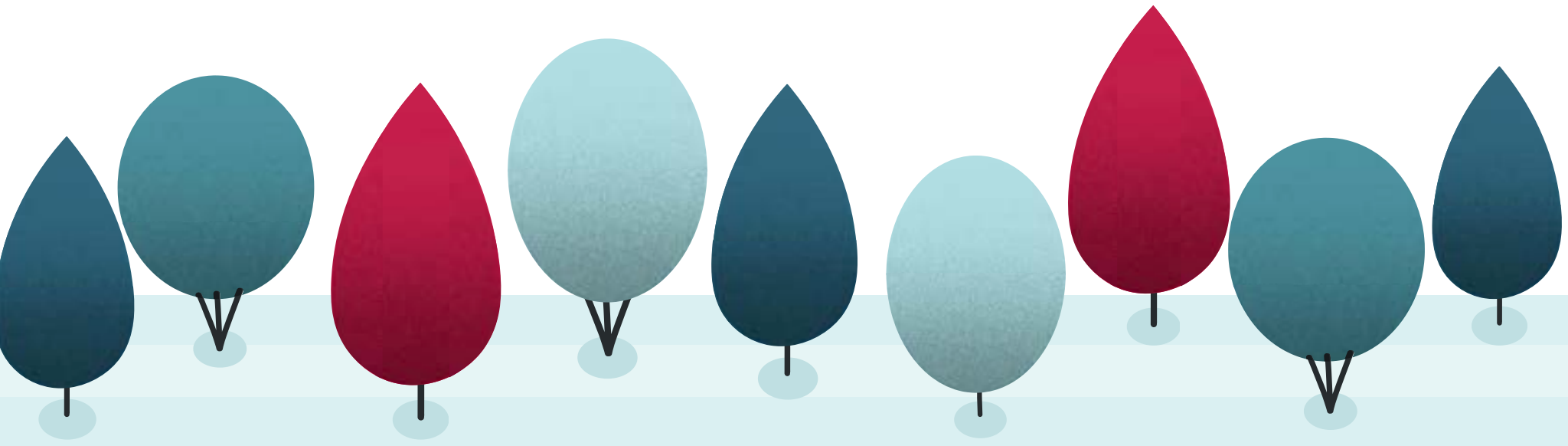


Personal Skills	Essential	Desirable
The ability to work collaboratively with others	✓	
Outstanding organisational and administrative skills with the ability to remain calm under pressure, work to tight deadlines and manage competing priorities, whilst being able to maintain a high work rate		✓
The ability to plan time effectively and organise oneself well	✓	
Willingness to contribute to school life and activities in additional ways e.g. sport, music		✓



Essential and Desirable Criteria

Qualifications and Knowledge	Essential	Desirable
Qualified Teacher with QTS	✓	
Honours degree: first or upper second	✓	
Excellent professional knowledge and understanding	✓	
Excellent subject knowledge	✓	
Excellent written and spoken English with strong communication skills	✓	
A proven commitment to confidentiality and the safeguarding and welfare of children	✓	





The Application Process

Post:

KS1 or KS2 Form Teacher

Closing date for application:

Friday 6th March 2026

Start date:

Autumn Term 2026

Post details:

The post is offered as a permanent, full-time position commencing in September 2026.

Salary:

Salary will be based on qualifications, experience and the successful applicant's ability to contribute to the life of the school.

How to apply:

Applicants should complete the application form and return this to:
info@orchardhs.org.uk

References will be essential.

The school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with previous employers and an enhanced check with the Disclosure and Barring Service.

The School may carry out online searches on shortlisted applicants.

Orchard House School is an equal opportunities employer.



Staff Benefits



Financial Wellbeing

- Staff pension
- Free hot school lunches available daily during term time
- Staff discount on school fees



Personal Development

- Outstanding free CPD training available through the digital Dukes Hub
- In person training events at Dukes HQ



Health and Wellbeing

- Wellhub: providing access to a wide range of fitness, mindfulness and health resources through one app
- In-house wellbeing events
- Employee Assistance Programme
- Cycle to Work Scheme



Personal Work Arrangements

- Flexibility to accommodate personal requirements such as childcare

The OHS Map

