



ORCHARD HOUSE SCHOOL

Application Information

Post: Deputy Head, Pastoral & Co-curricular

Welcome from the Head



Mrs Henrietta Adams
Head

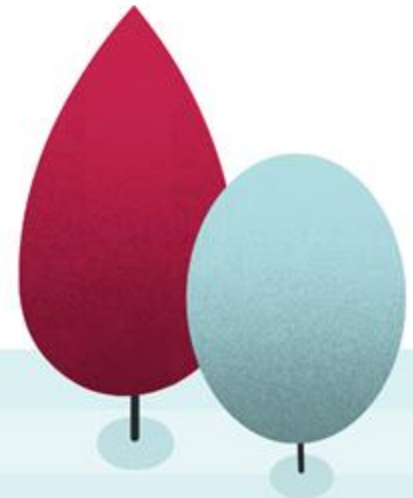
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Welcome to Orchard House School.

It is my pleasure to welcome you to the newly united Orchard House School. Our recent merger with Chiswick & Bedford Park Preparatory School marks the beginning of an exciting new chapter, where we blend the rich traditions and strengths of both schools to create an even more vibrant and nurturing educational environment. At Orchard House, we believe in sparking curiosity and nurturing potential in every child. Our bespoke curriculum, the Learning Orchard, enriched with state-of-the-art facilities and innovative teaching, is designed to prepare our students not just for exams, but for the opportunities and challenges of tomorrow's world.

We are committed to providing an education that is both academically rigorous and deeply supportive, ensuring that each child flourishes in a community that values excellence, honesty, and kindness.

As we embark on this new journey, I am filled with optimism and enthusiasm for what lies ahead. Our dedicated team of educators is united in their mission to inspire, challenge, and support every student, to help them become confident, resilient, and thoughtful individuals who are ready to take on the world.”



About Us

Orchard House School has merged with Chiswick and Bedford Park Prep School and this is an outstanding opportunity for a dynamic and energetic person to join the team. Every member of staff at The Orchard House School is committed to ensuring that we help pupils learn through innovative and passionate teaching in our supportive 'family' environment.

Orchard House is a leading co-educational prep school in West London. With small classes, dedicated teachers and an award-winning approach to pastoral care we have an excellent reputation for outstanding academic results and for nurturing the individual talents of each and every child.

Our excellent academic results see pupils heading to leading senior schools, both in London and beyond, and every year we achieve numerous awards in sport, music, art and drama, plus academic scholarships.

Orchard House is a community; a caring collective where pupils, parents and staff join together to provide the very best prep school experience, and where there's lots of fun and laughter alongside the hard work. If we have learnt one thing in recent years, it is the value of community spirit; of working and playing together, supporting each other, looking out for our neighbour as well as ourselves.

The school is part of Dukes Education, a family of schools and educators, brought together by a common purpose: to give children the foundations for an extraordinary life, through education.

The school's last inspection report (ISI, Nov 2022) awarded the highest grade of excellence in all areas.



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

Key Responsibilities:

- In conjunction with the Senior Deputy Head Academic, to assist in the general day-to-day running and organisation of the school.
- Be the Designated Safeguarding Lead for the whole school and be responsible for updating and maintaining the safeguarding policy.
- Deputise for the Head in the event of absence and support in every reasonable way.
- Arrange cover for absent staff (when Senior Deputy Head Academic is unavailable)
- Update and monitor relevant handbooks and policies.
- Undertake staff appraisals along with other members of SLT.
- Maintain a regular and frequent presence around the school each week and at school events.
- Attend weekly SLT meeting (including those before the start of each term, after each term and those after school when required).
- Cover for absent colleagues when necessary.
- Contribute to the strategic direction of the school

Safeguarding & Child Protection:

- As Designated Safeguarding Lead (DSL), be the lead person responsible for overseeing and implementing any statutory changes to KCSIE.
- Create a positive culture in the school where the safeguarding and welfare of the children is paramount.
- Oversee the safeguarding and child protection policy, ensuring it is in line with KCSIE requirements, meets all inspection criteria, and reviewed annually.
- Provide updates to Governors at meetings and work closely with the safeguarding governor.
- Work closely with the IT department to ensure online safety standards are met.
- Act as Attendance Champion, work with school administrator to track attendance data and work with families to address and improve school attendance.
- Manage the DDSLs and hold appropriate meetings, including taking and circulating minutes to the safeguarding team and Head.
- Support staff members in dealing with any safeguarding or child protection concerns.
- Work closely with the Head in relation to any low-level concerns raised.
- Ensure all staff receive the necessary training, either at INSETs, via external sources, and carry out 1:1 induction of all new staff.
- Provide any relevant reports or data to authorities, as required.
- As part of SLT, raise safeguarding concerns, as necessary.

The Role

Academic/General:

- Teach a reduced timetable.
- Support the Senior Deputy Head Academic with behavioural and academic issues.
- Participate in the school's assessment, record-keeping and reporting system (both written and oral)
- Attend parents' evenings.
- Carry out daily/weekly duties, as required.

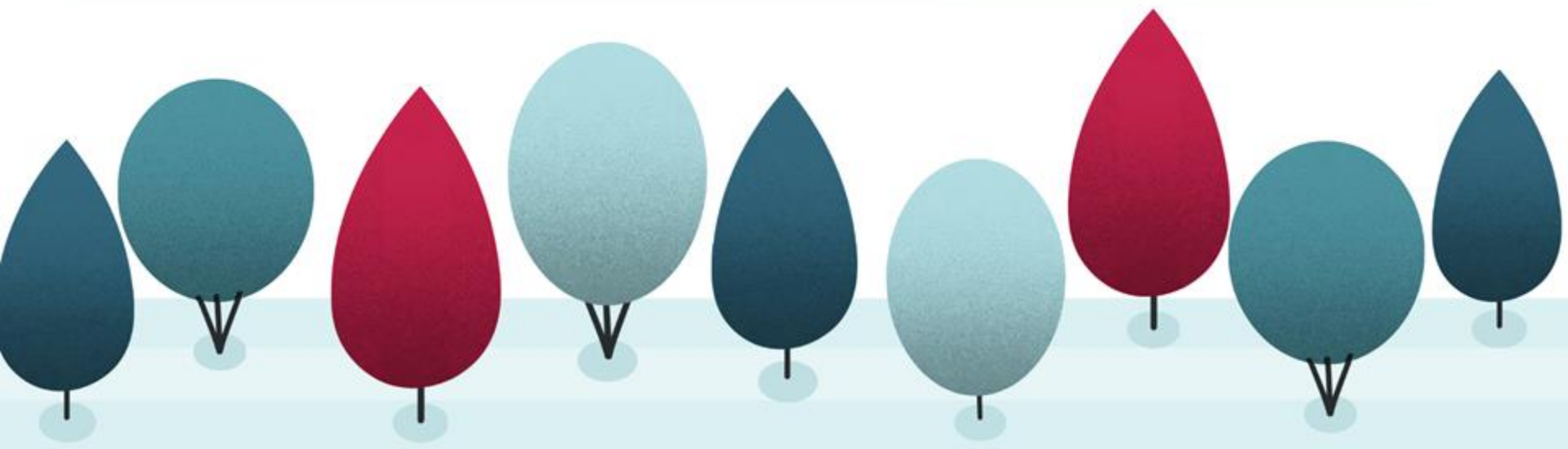
Co-curricular:

- Lead and manage all aspects of the extra curricular & co-curricular provision
- Ensure that the co-curricular as a whole operates smoothly
- Be accountable for and manage co-curricular provision across the school
- Oversee and where necessary direct strategy for each area of the co-curriculum
- Ensure a fair allocation of staff involvement in the co-curriculum
- Oversee and manage the school's wraparound care offering
- Administrate all aspects of the school's clubs provision (including booking of venues, external companies)
- Act as the School's Educational Visits Coordinator (EVC)



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	✓	





Essential and Desirable Criteria

Experience	Essential	Desirable
Strong and demonstrated leadership experience with a strategic mind set	✓	
Experience as a subject teacher covering, KS1 & 2		✓
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	✓	
Possess outstanding organisational and administrative skills with the ability to remain calm under pressure, work to tight deadlines, managing 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		✓

The Application Process

Post:

Deputy Head, Pastoral & Co-curricular

Closing date for applications:

15 September 2025

Shortlisted candidates will be contacted within one week of receipt of application (you will not be notified if you are not successful)

Interviews will be conducted week commencing 22 September 2025

Commencing

January 2026 or April 2026

Post details

The post is offered as a permanent, full-time position starting in January 2026 or April 2026 (for an exceptional candidate)

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



Health and
Wellbeing



Personal
Development



Personal Work
Arrangements