



JOB DESCRIPTION

School Background

Olive Tree Primary School (OTPS) is a one-form entry, faith based independent school for boys and girls, in the heart of Luton.

Following a spontaneous acquisition of OTPS in the summer of 2018, under a new leadership team the school has been transformed beyond recognition.

The building was stripped back to bricks and mortar to provide a fresh, safe, stimulating learning / working environment for pupils and staff. From top down, the team has changed to ensure that everyone is united upon the vision of the school, as well as the attitudes and values that enabled the acquisition of the school.

Robust systems and structure have been carefully constructed to ensure that the day to day operation of the school is effective. A broad and balanced curriculum is now offered, although continues to be tailored to ensure that children will be offered a bespoke, outstanding education. Besides the building and name, OTPS is a new school with a new team and new endeavor.

As a result of these changes the school experienced rapid development. The first OFSTED inspection 6 months following the changes took the grade of the school from 'Inadequate' to 'Requires improvement'. This was a major turnaround for the school because for the first time in 5 years the progress trajectory was on an incline. The consecutive monitoring inspection continued to show progress. Finally, in February 2020, all praise and thanks to God, the school had met all the independent school standards (ISS) demonstrating the power of sincerity, optimism, passion and Ihsan (god consciousness and excellence).

Meeting the ISS is a milestone in the school's vision to provide an outstanding educational provision that fosters Ihsan in all its facets. The drive to develop the school is a learning journey, and our strategic plans include the expansion of our team and the migration to a new building in academic year 2021/2022 whilst continuously developing the experience we offer our students.

The school has a working culture which allows for; people to prosper, morale to be high and everyone united to achieve our targets.

The next part of our journey is to invest in people who set themselves high expectations, people who are ambitious and can make a difference to our school. In return we are offering career progression routes within our middle leadership and senior leadership team (SLT). In addition to this we are also working with the very best CPD partners such as Chiltern Learning Trust (CLT), White Rose and other providers.

Finally, if you are the type of person who is looking to be part of something special, a school which is growing, one which feels like your own, then embark on this journey with us.

Applicants are encouraged to have a tour of the school. This can be arranged by calling 01582 416940 or emailing recruitment@olivetreeprimary.co.uk



Further information about our school can be found on our website www.olivetreeprimary.co.uk

To apply for this position please email recruitment@olivetreeprimary.co.uk

Job Details

Job Title	KS1 and KS2 Teacher
Responsible to	Headteacher
Salary	MPS + TLR opportunities
Job type	Full-time

Job Purpose

The post holder has a teaching commitment in the school. The teacher will contribute to the School Plan, supporting the aims and vision of the school.

Principle Responsibilities

The teacher will undertake all duties required within a professional capacity of a teacher. This includes:

Teaching

1. Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
3. Adapt teaching to respond to the strengths and needs of pupils
4. Set high expectations which inspire, motivate and challenge pupils
5. Promote good progress and outcomes by pupils
6. Demonstrate good subject and curriculum knowledge
7. Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

8. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
9. Make a positive contribution to the wider life and ethos of the school
10. Work with others on curriculum and pupil development to secure co-ordinated outcomes
11. Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

12. Promote the safety and wellbeing of pupils
13. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

14. Take part in the school's appraisal procedures
15. Take part in further training and development in order to improve own teaching
16. Where appropriate, take part in the appraisal and professional development of others

Communication

17. Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

18. Collaborate and work with colleagues and other relevant professionals within and beyond the school

19. Develop effective professional relationships with colleagues

Personal and professional conduct

20. Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school

21. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

22. Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Context

All staff are part of a whole school team, they are required to:

- Embrace and champion the values and ethos of the school.
- Support the school priorities as defined in the School Improvement Plan.
- Promote the welfare of children and share this commitment.
- Follow all relevant school policies including those for behaviour and child protection.
- Be flexible in a busy pressurised environment to meet the needs of colleagues, parents, and pupils.
- Develop and implement strategies in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service.

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding

Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

Person Specification	
Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • Qualified Teacher Status (Essential) • NQT year complete (desirable) • Primary teaching experience (desirable) • Working with children with English as an Additional Language (desirable) <p>Unqualified teachers will only be considered if they possess a degree and can clearly demonstrate how they meet the job criteria or are working towards it.</p>
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum (essential) • Knowledge of Primary Curriculum (essential) • Basic knowledge around the foundations of Islam (desirable) • Knowledge of effective teaching and learning strategies (essential) • A good understanding of how children learn (essential) • Track record of meeting progress targets and monitoring targets (essential) • Ability to adapt teaching to meet pupils' needs (essential) • Ability to build effective working relationships with pupils (essential) • Knowledge of guidance and requirements around safeguarding children (essential) • Knowledge of effective behaviour management strategies (essential)

	<ul style="list-style-type: none"> • Good ICT skills, particularly using ICT to support learning (essential) • Able to coach and mentor others (desirable) • Able to monitor and evaluate teaching and learning (desirable) • Phase lead / Key stage lead (desirable) • Subject leadership (desirable)
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Conducts themselves professionally • A person who is positive, ambitious and driven • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children’s attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times (GDPR) • Commitment to safeguarding and equality • Appropriate motivation to work with young people • Ability to form appropriate relationships with young people • Emotional resilience in working with challenging behaviours • Appropriate attitudes to use of authority and maintaining discipline. • Desire to drive through whole school improvement with the Senior Leadership Team (SLT) • Desire to progress into middle management roles (desirable)

Frequently Asked Questions:

Q. Do I have to be Muslim to work at OTPS?

A. No, but what you must have is a strong commitment to our school vision, mission and values. We work with a diverse range of people and our team is very welcoming.



Q. What opportunities for career progression will I have?

A. Our headteacher loves investing in people. You will be encouraged to develop yourself and we will not hold back your career progression.

Q. What are the parents like?

A. Very supportive and rarely confrontational.

Q. What are the students like?

A. Brilliant behaviour and respect for their teachers. The school's morals and values are reinforced at home.