



Shaw
Education
Trust



Careers

at Shaw Education Trust



Job Title:	Qualified Primary Teacher
Grade:	M1- UPS3
Salary:	Qualified Teacher
Conditions of Service:	STPCD
Responsible to:	Headteacher

Job Purpose

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

Work alongside teaching colleagues, under the direction of the Headteacher, as a lead mentor and coach, ensuring the best possible progress for all children and work to support the aims and ethos of the school and hold the highest professional standards themselves enable the school to develop further throughout periods of change.

Key Responsibilities

Responsibilities:

- To carry out the duties of a Class Teacher as set out in the School Teacher's Pay and Conditions.
- To establish good relationships, encourage good working practices and support the Headteacher and school team.
- Attend assemblies and events and contribute to the preparation of these throughout the year.
- Plan effectively to ensure pupils have the opportunity to meet their potential, recognising and responding to individual needs of pupils including those pupils who require additional support.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENDCO, prepare, implement, monitor and review Individual Educational Plans.
- To assess, record and monitor each pupil's progress providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and excellent use of resources.
- To create a safe and stimulating environment that supports learning and in which pupils feel secure and confident.
- Set high expectations for pupil behaviour, establishing and maintaining good standards of discipline based on mutual respect and personal responsibility.
- Have the knowledge and understanding of the professional duties of teachers and the statutory framework in which you work. E.g. Early Years and Primary.
- Evaluate your own teaching performance critically in order to improve effectiveness.
- Use a variety of teaching methods in order to set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour of the school which are expected by pupils.
- Must be aware of pupils' capability and their prior knowledge and plan teaching around these.
- Work with the school leadership team to set targets for improvement across the Key Stage.

Other Activities

- To promote the positive ethos and culture of the school to other staff, Academy Council, parents, children and members of the wider community.
- To contribute to and actively support the overall ethos/work/aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To maintain appropriate written records as required.
- To take responsibility for understanding the part that a Class Teacher plays in the progress of the School Improvement planning and contributing to it accordingly.
- Both deliver and undertake professional development within and outside of Shaw Education Trust and Streethay as well as maintaining an awareness of appropriate trends and research relating to the Key Stage area.
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above.
- To safeguard every pupil's health, safety and well-being in line with school policies.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within the Key Stage.
- Comply with and support the implantation of all school and Shaw Education Trust policies and procedures.
- Make a positive contribution to the wider life and ethos of the school.

Personal Responsibilities

- To set an example of positive personal integrity and professionalism with positive and appropriate communications and relationships at all levels.
- Ensure high standards are maintained and progressed in all aspects of work.
- Undertake appropriate professional development and positively participate in performance appraisal.
- Communicate and cooperate effectively and positively with specialists from outside agencies.
- Collaboratively work with other staff and schools within the Shaw Education Trust.
- Attend staff meetings as required.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**

- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training

- Degree and qualified Primary Teacher Status.
- Specialism in Primary Education (Early Years/Key Stage 1 & 2)
- Evidence of recent professional development.
- Commitment to further professional development.

Experience / Knowledge / Skills

- Knowledge of the Early Years Curriculum and some classroom experience.
- Experience of supporting SENDCO
- Experience of teaching in a primary school setting in particular Early Years.
- Experience in running extra-curricular activities
- An understanding of the strategies required to motivate, engage and inspire students
- Well-developed IT skills to enhance teaching and learning
- Knowledge and understanding of safeguarding procedures in relation to children and young people.

Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build relationships between yourself and the team, and between team members. • Unify not divide the team, promote a culture of respect. • Manage conflict well and pro-actively. • Embrace and welcome accountability of self, and for team. • Care for the well-being of your team/colleagues. • Support the retention of good staff by creating a positive culture around workforce development and team communities. • Ensure good communication amongst your team and the wider organisation as appropriate. 	<ul style="list-style-type: none"> • Ensure effective workforce development and training for self and all, including coaching and mentoring. • Spot and nurture talent – in yourself and in others. • Positively engage in development opportunities and aptitude development. 	<ul style="list-style-type: none"> • Ensure clear roles and accountabilities for the team are well understood. • Develop and promote mutual accountability between colleagues in the team. • Deploy staff and resources effectively across the team. • Manage the workload of self and team. • Know your team(s)/colleagues well.
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build trust within your teams and across the Trust. • Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust. • Value compassion • Encourage a can-do approach personally and across your team. • Positively challenge poor behaviour and call it out. 	<ul style="list-style-type: none"> • Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these. 	<ul style="list-style-type: none"> • Display professional credibility to team, peers, and trustees.

<ul style="list-style-type: none"> • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. 		
---	--	--

Motivate and inspire

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Celebrate and acknowledge success of self and others. • Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition. • Demonstrate drive and ambition for self, team and Trust. 	<ul style="list-style-type: none"> • Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation. • Understand and share your ‘why’ – and revisit it regularly. 	<ul style="list-style-type: none"> • Communicate a precise and clear vision. • Set the journey ahead which is understood by all. • Evidence sharp goal setting and achievement. • Ensure errors, oversights and mistakes are rare.

Reflection

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Demonstrate transparency and integrity within team and across the Trust. • Accept responsibility and be vulnerable, avoid a blame culture. 	<ul style="list-style-type: none"> • Take time to know yourself and engage in self-reflection and learning. • Ask thoughtful questions and seek the truth. • Give and accept feedback. 	<ul style="list-style-type: none"> • Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.

Secure accountability by giving tools to succeed by...

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Giving generously with your time. • Ensuring 1:1 meetings are useful and effective in driving improvement. • Providing support and removing barriers to success. • Be true to your word, if you say you will do something, do it. 	<ul style="list-style-type: none"> • Have high expectations of yourself and others, seek out best practice. 	<ul style="list-style-type: none"> • Ensuring absolute clarity in terms of expectation and ‘the ask’. • Allocating resources effectively to support KPI delivery. • Be willing and able to have challenging conversations.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 05.01.2022

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.