



Job Description

Key Stage 2 Form Teacher

This job description is not exhaustive and we retain the right to alter it in line with annual needs.

Personal Qualities

We would expect the post holder to:-

- have thorough knowledge of the requirements of the KS2 curriculum
- work well as part of a team
- foster good relationships with pupils, parents and colleagues
- have plenty of energy, enthusiasm and goodwill

Role

The form teacher is responsible for all pastoral issues concerning pupils in his/her form. The form teacher is also responsible for delivering curriculum subjects to pupils. The form teacher is directly responsible to the Headmistress for the management of the following areas of responsibility:

Pastoral (as form teacher)

- be responsible for the pastoral welfare of pupils in the class
- provide a happy, caring and stimulating atmosphere in the classroom
- be responsible for appropriate classroom management

Curriculum Delivery

- be aware of the up-to-date requirements of the KS2 curriculum
- adhere to medium and long term plans
- produce short term plans and deliver the curriculum to reflect the targets set
- work closely with Subject co-ordinators and the KS2 teacher in the parallel form
- differentiate the curriculum appropriately for those children requiring Learning Support and the Gifted & Talented
- maintain records of academic progress
- report to parents and attend Parents Evenings
- organise trips and events to support the curriculum
- liaise with the other Prep teachers to ensure smooth transition at the beginning and end of each academic year

Other

- provide and maintain attractive displays in and around the classroom
- undertake break and lunch duties as requested
- cover for absent staff as necessary
- participate in staff development through school's appraisal system and internal and external INSET