



# The Abbey



## Form Teacher (KS2)

A full-time/part-time, fixed-term, maternity cover contract, commencing in April 2026







A Form Teacher plays a key role in delivering high-quality teaching and pastoral care, ensuring every student achieves their full potential within a supportive and engaging learning environment. This role involves planning and delivering well-structured lessons that inspire curiosity, foster progress, and meet the individual needs of all learners.

We are seeking a KS2 Form Teacher (full-time/part-time, fixed-term maternity cover commencing in April 2026) to join our wonderful Abbey community.

# Introduction



# The Abbey



<https://vimeo.com/1010491740>





# Welcome from the Head of The Abbey Junior School

The Abbey Junior School is a vibrant, nurturing community where girls are encouraged to be themselves, explore their passions and achieve extraordinary things every day.

From their very first steps with us in Little Knellies Nursery, our students benefit from exceptional teaching, excellent facilities, resources and a wide-ranging curriculum delivered by dedicated form teachers and specialists. Strong links with our Senior School create a seamless, stimulating learning journey that supports each girl's academic growth from the very beginning.

Our curriculum is rich, diverse, and designed to spark curiosity, creativity and a lifelong love of learning. Rooted in real-world experiences and hands-on discovery, it fosters confidence, independence and a deep sense of global awareness, preparing our girls to thrive in an ever-changing world.

Wellbeing is at the heart of all we do. We believe that children learn best when they feel happy, safe and valued. With small class sizes and a warm, inclusive atmosphere, each girl is known and supported as an individual. This personalised approach helps every child flourish academically, socially and emotionally.

Above all, we want our students to come to school each day with a sense of excitement.

We warmly invite you to come and visit and see for yourself what a special place The Abbey is.

**Mrs Beccy Newton**



# Role Description

## Key Responsibilities

### Teaching

- Plan, prepare and conduct lessons.
- Teach and administer each timetabled class, maximising the learning opportunities for each individual.
- Plan the curriculum, using relevant guidelines and in line with the agreed model.
- Contribute to schemes of work as requested.
- Set homework, assess and display students' work as appropriate, in line with school policy.
- Mark work, including homework, according to the agreed scheme of work and policies and appropriate to the relevant key stage.
- Ensure students are engaged in their lessons and make the maximum progress possible.
- Liaise regularly with other members of staff to ensure continuity between year groups.
- Keep informed of learning and teaching developments by attending meetings, undertaking appropriate INSET and reading widely.
- Accompany students and assist with lessons taught by specialist staff, as required by the timetable.

### Assessment, recording and reporting

- Monitor, assess, record and report on the development, progress and attainment of students.
- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- Attend parents' evenings and prepare reports in accordance with the reporting schedule of the school.
- Consult and update student records and profiles.
- Liaise with parents in order to keep them fully informed of their daughter's progress and of school routines and events.
- Assist when required in the assessment of prospective students.



## Person specification

- Proven suitability to work with children and an excellent classroom practitioner, with drive, energy, passion and initiative.
- Shows a clear understanding of what constitutes excellent learning and teaching.
- Demonstrates inquiry-based learning.
- Use of teaching methods which keep students engaged and stimulate curiosity about the world around them.
- Able to set clear targets for students' learning, building on prior attainment.
- Able to communicate effectively and in a professional manner with students, staff and parents and is committed to teamwork.
- Strong IT skills are preferred; good IT skills are essential.
- Shows a dynamic, proactive, and creative approach to working with others.
- Takes responsibility for, and demonstrates a commitment, to own professional development, being able to reflect on their contribution to learning and teaching.
- Supportive and empathic, a strong listener.
- Presents a welcoming, smart, and professional demeanour to all students, staff, parents and visitors thus developing good relationships.
- Enthusiastic and passionate about achieving the best outcomes and demonstrating high expectations for all students.
- Committed to the well-being and pastoral care of each child.
- Demonstrates consistently high standards of personal and professional conduct.
- Commitment to safeguarding the welfare of students.
- Demonstrates and exemplifies the school's key purpose, to equip students to live with confidence, purpose and joy, and the school values of courage, honesty and kindness.

## Qualifications

- Educated to a Bachelor's degree level (or international equivalent).
- A teaching qualification relevant to the key stage is preferred but not essential.





# Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years. Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.



# Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered.

All eligible teaching staff will be automatically enrolled into the School's defined contribution pension scheme, Aviva APTIS. The School will contribute 15%; a % of this may be used as flexible pay as per the employee's instruction. Comprehensive life cover and ill health capacity insurance is also available to all teaching staff.

## Appointment process and how to apply

Applicants should complete The Abbey's application form and provide a covering letter which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.



# Abbey Life & Benefits



The Abbey



3 Course Meal  
Dining



Electric Vehicle  
Leasing Scheme



Free Parking



Cycle to Work  
Scheme



Sports Facilities



Employee Assistant  
Programme (EAP)



Pension



Income Protection



Family Friendly  
Policies



Concessions &  
Discounts



Private  
Healthcare  
Scheme



Interest Free  
Ticket Loan



Professional  
Development



Staff Accommodation  
(subject to availability)



IT equipment &  
Resources



# Key dates

