

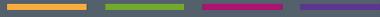


The Abbey

Key Stage 2 Form Teacher

A full time/part time (0.8fte) position starting September 2025 on a fixed term contract for 12 months

Candidate Information



The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy

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





Key responsibilities continued

Pastoral

- Act as a form tutor as required
- Keep up to date with the pastoral care policies of the school and remain aware of the personal needs of individual students taught
- Provide appropriate care and support (including disciplinary where necessary) for the general wellbeing of students
- Be mindful of the requirements of health and safety and carry out risk assessments as necessary for the safety of students

General administration and duties

- Contribute to the development of the work of the Junior School via the school development planning process
- Attend staff meetings, curriculum meetings, open days, staff INSET and daily assemblies as appropriate
- Be fully involved in extracurricular activities such as charity events, drama productions and assemblies and running lunchtime and after school clubs
- To participate in off-site and residential trips as required
- Undertake cover for absent colleagues
- Undertake supervisory duties throughout the day as required
- Take responsibility for regular liaison with and management of Teaching Assistants where appropriate
- Other duties as the Head of the Junior School/Leadership Team may reasonably request from time to time
- Be familiar with the staff handbook, policies, and other relevant documents

Safeguarding and health and safety

- Be familiar with, and conform, to the School's safeguarding and child protection policy and procedures at all times
- Report any concerns to the Safeguarding lead
- Be familiar with, and conform to, the School's health and safety policy and procedures at all times
- Report all accidents and damage immediately
- Report all observed hazards or dangerous occurrences immediately



The Abbey

Candidate requirements

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 team working
- 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



About The Abbey



Staff and governance

The Abbey School has approximately 1,000 students on roll with over 280 in the Junior School. The School has a workforce of around 350 Teaching and Support Staff.

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Purpose

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate



Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps 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 restaurant scene.

Getting to The Abbey

By Car - ten mins from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside the school

By Train - 15 minute walk from Reading Train Station





The Abbey

Package

This is a full time/part time (0.8fte) position starting September 2025 on a 12 month fixed term contract.

Salary

Competitive salary reflecting qualifications and experience together with staff benefits

Pension

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.

Location

**The Abbey Junior School
Christchurch Road
Reading
RG2 7AR**



Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation

(subject to availability)



IT equipment and resources



Application

Candidates will be invited to attend a formal interview and have a tour of the school. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

23 April 2025

Application Form

[Click here to download
the application form](#)



The Abbey



The Abbey

Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.