



CUNDALL MANOR SCHOOL

Job Description

Form Teacher KS2

Academic Year 2026/2027

Job Title:	Form Teacher KS2
Job Purpose:	<p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the curriculum area, in accordance with the Independent Schools Standards and Regulations, the aims of the School and the curricular policies determined by the Headmaster and Governing Body.</p> <p>To implement and deliver exemplary teaching which can be evidenced by pupil progress.</p> <p>To monitor and support the overall progress and development of pupils in the classes taught.</p>
Accountable to:	Assistant Head
Accountable for:	The provision of a full learning experience and support for pupils.
Liaising with:	Headmaster/Members of SLT/SMT, KS2 staff, support staff, parents and other external agencies.
General responsibilities:	<p>To plan effective lessons taking account of personalised learning and differentiate appropriately providing challenge for all.</p> <p>To assess pupil performance regularly and maintain accurate and up to date records of each pupil's progress.</p> <p>To work with the department, formulating aims and objectives for the subjects taught, which meet the needs of all pupils and the aims and objectives of the school.</p> <p>To supervise and maintain the pastoral well-being and academic progress of pupils in the class in accordance with school policies.</p> <p>An ability and enthusiasm to plan and lead a variety of creative arts and sporting initiatives to develop pupil skills and widen experiences across KS2.</p>
Curriculum Provision	To liaise with the Assistant Head to ensure the delivery of an appropriate, comprehensive, high-quality curriculum.
Curriculum Development	<p>To work with the Assistant Head to support curriculum development within the whole department.</p> <p>To maintain awareness of educational trends and initiatives affecting the age groups taught.</p> <p>To liaise with Heads of Departments throughout the school to ensure continuity and progression of all pupils.</p> <p>To ensure that lesson planning is differentiated to take account of the needs of all pupils.</p> <p>To adapt teaching techniques to the strengths and needs of all pupils to improve the provision for effective inclusion.</p> <p>A knowledge and enthusiasm to plan and run Wild Wood lessons for the year group and potentially other year groups within the Key Stage.</p>

Management Information	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information System (MIS).</p> <p>To complete the relevant documentation to assist in the tracking of pupils.</p> <p>To track and analyse pupil progress using the information to inform teaching and learning.</p>
Communications	<p>To communicate effectively and appropriately with parents in a professional manner and in accordance with school values.</p> <p>To communicate effectively and appropriately with persons or agencies outside the school in accordance with school values.</p> <p>Follow the School's guidelines with regards to email communications and email etiquette and to follow the agreed policy relating to communications more generally within the school.</p>
Marketing and Liaison	<p>To attend & participate in marketing and liaison activities such as Open Days, Parents' Evenings and whole school productions and events.</p> <p>To contribute to the development of effective subject links both internally within the school and with external agencies.</p>
Management of Resources	<p>To contribute to the process of the ordering and allocation of equipment and materials.</p>
Pastoral System	<p>To be a Class Teacher and Form Tutor.</p> <p>To promote the general progress and well-being of individual pupils and of the Class as a whole and to be responsible for safeguarding and promoting the welfare of pupils.</p> <p>To contribute to the planning and delivery of PSHE lessons in accordance with the school policy.</p>
Monitoring and Intervention	<p>To evaluate and monitor the progress of pupils and keep up-to-date pupil records.</p> <p>To work with the Learning Support Department to ensure lesson content is accessible for all pupils.</p> <p>To communicate appropriately with the parents, persons or bodies outside the school concerned with the welfare of individual pupils, following consultation with the appropriate CMS staff.</p> <p>To work in accordance with the school Behaviour For Learning policy so that effective learning can take place.</p> <p>To teach pupils appropriately in accordance with their educational needs, including opportunities for stretch and challenge and for further support where appropriate.</p> <p>The setting and marking of class work & prep carried out by the pupil in school and at home.</p>
Teaching	<p>To assess, record and report on progress, development and attainment of pupils and to keep such records as are required.</p> <p>To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</p> <p>To ensure that appropriate ICT is embedded effectively in teaching & learning.</p> <p>To ensure that opportunities to include further teaching of literacy and numeracy disciplines are embodied and delivered in the lessons plans for all other subjects.</p>

	<p>To follow a designated curriculum plan.</p> <p>To ensure a high-quality learning experience for pupils which meets internal and external quality standards.</p> <p>To prepare and update subject materials in line with curriculum plans.</p> <p>To use a variety of innovative teaching methods which will stimulate and inspire learning in accordance to the needs of the pupil and the demands of the syllabus.</p> <p>To maintain discipline in the classroom in accordance with the school Behaviour for Learning policy and to encourage good practice with regard to punctuality, behaviour and standards of class work and prep.</p> <p>To undertake the assessment of pupils as requested by relevant external examination bodies along with departmental and school assessment criteria.</p> <p>To mark, grade and give written/verbal and diagnostic feedback as required.</p> <p>To report appropriately and effectively to parents.</p>
<p>Other Specific Duties</p>	<p>To play a full part in the life of the school including Saturday Activities and Enrichments and to encourage staff and pupils to follow this example. Be prepared to make a significant contribution to the planning and development of the Enrichment Programme and the co-curricular life of the school. This may include, involvement and leadership of educational trips and visits and extend to outdoor pursuits residential weekends and excursions both within the Key Stage and in Senior School.</p> <p>To actively promote and model the school policies in accordance with the school values.</p> <p>To comply with the school's health and safety policy and undertake risk assessments as appropriate.</p> <p>To attend whole school events including but not limited to the Carol Service, Speech Day and the whole school beach trip.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. You may be required to undertake other duties from time to time, as we may reasonably require or are necessary for the performance of your job within the context of an independent school and to meet the changing demands of the school.</p> <p>To carry out any other duties as required by the Headmaster.</p>

Criteria	Essential	Assessed	Desirable	Assessed
Qualifications	A good Honours Graduate	A		
	Teaching qualification / Qualified Teacher Status	A A, I	Mini Bus D1 Licence	A
Experience				
	To be able to demonstrate an understanding of the Teachers Standards	A	Experience of Teaching in KS2	A, I, R
	Significant experience in teaching most classroom subjects with English and Maths as essential.	A, R	Experience of Teaching Games /PE	A, I
Skills				
	Excellent communication and interpersonal skills	I	Dedication to improving own standards	A, I
	Well organised, creative and able to respond to demands	A, I		
	Can develop excellent working relationships with colleagues and pupils	I		
	To be self-reflective, with the ability and desire to improve own performance.	A, I	A desire for career development	A, I
	To model the school's values and ethos.	A, I		

This post is subject to enhanced DBS clearance.

Key: A= Application; I=Interview; L=Lesson; R=Reference