



## Job Description

# KS2 Form Teacher

Responsible for: Pupils in the Class  
Consulting with: All staff  
Reporting to: Director of Studies and the Headmaster

### As a KS2 form teacher you will:

- Become acquainted with each member of the form and familiar with his/her personal/domestic circumstances
- Foster the personal and social development and well-being of each pupil
- Set social and behavioural targets for pupils and monitor their progress
- Ensure that pupils understand and follow the school rules, and refer serious disciplinary issues to the Head of the Key Stage, the DoS or the Headmaster
- To encourage each pupil to reach his or her academic potential
- Liaise with subject teachers and monitor pupil work to have a clear idea of pupils' academic needs
- Support subject teachers by looking regularly at children's work and consulting as necessary
- Liaise regularly with the DoS and SENCO to discuss pupil progress and air any concerns
- Liaise with the Headmaster and the Head of the Key Stage to be a close link with parents, initiating contact where appropriate and keeping a record of all meetings
- Attend parents' evenings
- Register pupils twice a day and monitor their attendance and punctuality
- Take English and maths prep at the end of the day, liaising with subject staff to set work as necessary
- Follow a scheme of work to teach age-appropriate PSHCEE
- Make sure homework diaries / reading records are signed weekly by parents and that they are properly used as a communication tool between home and school
- Hear children read aloud as often as possible and note this in their homework diary / reading record
- Encourage pupils to read as often as possible at home
- Ensure that pupils have brought the right equipment for lessons
- Follow the anti-bullying and safeguarding policies
- Keep up to date with all other school policies
- Prepare and rehearse termly form assemblies

- Ensure twice-yearly subject reports have been written by subject staff and then write a form teacher report
- Support pupils in writing a self-assessment for their report
- Play an important part in the school's reward system by encouraging pupils to record stars, by collating stars and praising pupils for their success
- In Preps 5 and 6, encourage pupils to see the DoS when they have done something to earn a credit towards the Challenge Award Scheme
- Ensure pupils are smartly and appropriately dressed
- Ensure that pupils work with you to keep the form room tidy
- Celebrate class work, visits and events with current and relevant displays

WJB

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