HURLINGHAM SCHOOL AND NURSERY
EST. 1947

Job Description

Job Title: KS2 Teacher

Accountable to: Head of Upper School, Deputy Heads & Head

Role: The responsibilities and duties of a KS2 Teacher are as follows:

Teaching and Learning

1. Work alongside year group colleagues to plan a balanced curriculum that develops the skills and knowledge required by school policies, the National Curriculum and preparation for 11+ entrance exams
2. Prepare schemes of work and medium term plans appropriate to the needs, abilities, experience and existing knowledge of your pupils
3. Identify clear learning objectives and success criteria for each lesson and specify how these will be taught to ensure progression in pupils' learning
4. Ensure the learning needs of the whole class are met by providing suitably adapted activities for each child according to their individual needs and learning styles
5. Provide opportunities for children to use technology to support their learning
6. Organise the classroom and resources within to create a positive learning environment and ensure children have opportunities to take responsibility for their learning
7. Establish good working relationships with learning support assistants
8. Plan opportunities to develop pupils' spiritual, moral, social and cultural development
9. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships
10. Establish a safe and secure learning environment which promotes pupils' confidence
11. Provide opportunities to develop pupils' wider understanding by relating their learning to 'real life'
12. Evaluate your own teaching critically and use this to improve your effectiveness
13. Participate in arrangements, where appropriate, for preparing pupils for 11+ examinations and in assessing pupils for the purposes of such examinations,

including attendance at 11+ meetings

Monitoring, Assessment, Recording and Reporting

1. Feedback on pupils' work promptly and positively, and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development
2. Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitoring strengths and weaknesses, inform planning, and identify the level at which each pupil is achieving
3. Take part in whole school assessment initiatives to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school
4. Meet with parents formally twice a year, and informally as required, to discuss children's progress and individual needs, drawing attention to special skills and talents, as well as difficulties
5. Write reports on each child twice a year, and reports for transfer to other schools if required
6. Liaise with Head of Learning Support and Neurodiversity to write and review SEND records for specific children
7. Liaise with Deputy Head Teaching, Learning and Innovation to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils
8. Adhere to all school policies and procedures as detailed in the staff handbook, including the practice of confidentiality regarding pupils' records

Pastoral Care

1. Work with colleagues to create a positive culture of pupil welfare and behaviour, by taking an active role in pastoral matters
2. Take responsibility for the safety, education and social development of each child in your class
3. Provide a role model for the development of children's social behaviour and attitudes
4. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
5. Implement school policies and guidelines for pastoral care, including: anti-bullying, safeguarding and child protection, behaviours and sanctions
6. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
7. Build and maintain positive relationships with parents

Professional Development

1. Contribute fully to the school appraisal process and be committed to your own professional development
2. Evaluate your own performance and be committed to improving your own practice through appropriate training and professional development
3. Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy
4. Keep up-to-date with current statutory requirements,and educational thinking and practice, through personal study, attendance at courses and peer observation
5. Participate in the school's Personalised Learning Programme to support professional development
6. Have an excellent working knowledge of teachers' professional duties and legal liabilities

Other duties and responsibilities

1. Attend staff INSET and meetings
2. Carry out duties, including: playground, lunch, arrival and dismissal supervision
3. Assist with special events e.g. school outings, parent events, clubs
4. Prepare class assemblies and, in conjunction with colleagues, any year-group Productions
5. Taking part in events that may be during the evenings or, occasionally, at weekends
6. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Head and Deputy Head Operations and Pastoral Care
7. Have a good working knowledge of whole school policies and aims
8. Comply with procedures relating to confidentiality and data protection
9. Promote the ethos, good name and reputation of the school at all times
10. Fulfil other reasonable duties as directed by the Head

This job description will be reviewed annually and may be subject to amendment at any time by the Head after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Last revised: March 2026