



CRANFORD

SCHOOL

Job Title: Junior School Teacher
Responsible to: The Headmaster via the
Deputy Head
Department: Junior School
Start Date: September 2026

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition and overseas checks.

This job description is neither final nor exclusive and the range of tasks would embrace many incidents and situations, which are not stated, but require initiative and common sense to be applied.

JOB DESCRIPTION

You will be a highly effective classroom practitioner, committed to securing high standards of learning and progress for every pupil. The role requires enthusiasm, strong pastoral awareness, and a commitment to safeguarding and inclusive practice. In addition, you will actively contribute to the wider life of the school through involvement in games, clubs, activities, and enrichment opportunities. The delivery of lessons will be derived from excellent curriculum knowledge as you will be delivering the teaching to KS1 and KS2 Junior School classes with all associated activities.

JOB PURPOSE

You are required to be an excellent classroom practitioner with a commitment to ensuring the highest standards of achievement for all pupils. In addition to being an energetic and enthusiastic Teacher, a Junior School Teacher is expected to contribute to school games and/or activities which can include almost anything of interest to students.

The delivery of teaching and learning across the Junior School together with all associated activities. Leading by example by being an outstanding classroom practitioner and can enthuse both students and colleagues with their passion for teaching and ensure that permeates across both the school and curriculum.

You will also be required to organise and plan extra-curricular activities, alongside attending promotional School Events, such as Whole School Open Morning.

ACCOUNTABILITIES

TEACHING, LEARNING, AND ASSESSMENT:

- Planning and preparing courses and lessons up to and including KS2.
- Teaching, according to pupil's educational needs, the pupils assigned, including (according to departmental guidelines) the regular setting and marking of work carried out by the pupils in school and elsewhere.
- Liaising with colleagues to support SEN, G&T, etc pupils as necessary.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils as directed by the Headmaster, including attendance at Parents' Evenings and other meetings.
- Participating in meetings arranged for any of the purposes described above, including Departmental, Pastoral and other meetings whether these duties are to be performed before, during or after school sessions.
- To develop a continual updating of knowledge and progress of the curriculum through personal reading, research and training.
- Attending & participating in assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

PASTORAL

- Ensuring a commitment to safeguarding and promoting the welfare of children.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Acting as a positive role model.

POLICY/STRATEGIC DIRECTION AND DEVELOPMENT

- Contributing to whole school policy-making as required by the Head.
- Ensuring that the school policies and strategies are embedded in the operational activities and effectively support the daily operation of the school.

LEADERSHIP & MANAGEMENT OF OTHERS:

- Understanding leadership & co-ordination of a curriculum area selected by agreement with the Head of Department and/or Deputy Head.

MARKETING & EXTERNAL LINKS, INCLUDING PUPIL OCCATIONS:

- Communicating and co-operating with persons or bodies outside the school (as necessary).

MANAGEMENT OF RESOURCES:

- Supporting the monitoring and management of resources (as necessary).
- Maintain an inventory of all stock items.
- Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines.
- To carry out stock disposal in accordance with departmental and school policies.

TRAINING & DEVELOPMENT OF SELF & OTHERS:

- In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.
- Liaising and sharing best practice with colleagues both in the department and the wider school.
- Attending INSET.

GENERAL REQUIREMENTS – ALL SCHOOL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's H&S and First Aid policies to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the annual performance review process.
- Adhere to policies as set out in the Staff Handbook.
- Undertake other reasonable duties related to the role (e.g., break/lunch/after school duties).

REVIEW & AMENDMENT:

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

PERSONAL SPECIFICATION

QUALIFICATIONS/ ATTAINMENT – ESSENTIAL

- Qualified Teacher Status.
- Good honours degree.
- A well-qualified graduate with QTS or the equivalent gained through experience.
- Experience in a school or college environment.

QUALIFICATIONS/ATTAINMENT - DESIRABLE

- Post graduate qualifications, Master's degree/post graduate diplomas.
- Experience as a Teacher, Coach or Tutor.
- Experience of organising or participating in extra-curricular activities, trips, and tours.

SKILLS REQUIRED - ESSENTIAL

- Organisational skills: the ability to work in an effective way to meet targets and deadlines.
- Decision making skills: the ability to solve problems and make decisions.
- Teamwork: the ability to work collaboratively with others.
- Communication skills: the ability to make points clearly and understand the views of others.
- Self-management skills: the ability to plan time effectively and organise oneself well.
- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- Ability to work effectively as a member of a team, to show initiative and imagination, to have vision and the ability to inspire others.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.
- Effective and energetic in instigating and implementing change.
- Successful teaching experience across with a track record of consistently enabling pupils to achieve high standards.

SKILLS REQUIRED - DESIRABLE

- Experience of Teaching in a through school environment.

KNOWLEDGE BASE - ESSENTIAL

- Excellent curriculum and subject knowledge.
- Excellent professional knowledge and understanding.
- Understanding of national curricular requirements of the subject up to date with professional developments in the subject and other aspects of education.

Please read our Safeguarding Policy which can be found under 'Information, Policies' on our website, prior to applying for any position. All members of staff, volunteers and contractors working at Cranford School have responsibility for Safeguarding Children.