



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – FORM TEACHER KS1 (MATERNITY COVER)

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

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

We are seeking to appoint a temporary full-time Form Teacher in KS1 to cover maternity for two terms from September 2026 through to March 2027. As maternity cover the contract may be varied according to the return date of the post holder and may be extended for a further term.

The successful candidate will deliver inspirational teaching and learning and exceptional pastoral care within a caring, supportive and inclusive environment. All teachers lead a curriculum area or aspect of the Junior School provision and therefore play an active and significant role in school development and improvement. Experience of having taught a curriculum area and the ability to demonstrate current and effective teaching practice within the subject would be an advantage.

There is an expectation that teachers will also be able to teach other Forms and year groups throughout their area of the school as required by the Head of Junior School.

The role of Form Teacher (Junior Department) reports to the Head of the Junior School and classes are supported by

	<p>Teaching Assistants. PGS offers excellent facilities and small class sizes so that teachers can support pupils as effectively as possible.</p> <p>A supportive structure and professional development programme enables teachers to undertake regular and relevant CPD, enhancing their own skills and knowledge and deepening their understanding of how children learn.</p> <p>How to apply:</p> <p>Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the 'Work With Us' page of our school website or directly at https://mynewterm.com/school/The-Portsmouth-Grammar-School/116583</p> <p>Informal enquiries about the role or how to apply are very welcome at recruitment@pgs.org.uk</p> <p>The closing date is midday on Wednesday 13th May 2026. Interviews will be scheduled to take place on Thursday 4th June 2026 with shortlisted candidates invited to teach an observed lesson as part of the interview day. Shortlisted candidates are asked to allow a whole day for the interview process.</p>
<p>Line management responsibility</p>	<p>This role has no line management responsibility.</p>
<p>Main duties and responsibilities</p>	<p>A Form Teacher is expected to:</p> <ul style="list-style-type: none"> • provide a high-quality and individualised educational experience for all children • be responsible for the pastoral care of each pupil within their Form • set ambitious standards of classroom organisation, management and practice • have an excellent knowledge and understanding of the designated learning phase and therefore be able to teach across the age range of that phase • develop and use a range of appropriate styles of teaching to facilitate the stretch and challenge learning process for all pupils in his/her care • be highly competent using digital technology in the learning process • be ambitious, forward thinking and up to date with current and effective teaching practices • within staff teams, prepare and use long, medium and short term planning based on the schemes of work, to deliver an effective teaching programme across the primary range

	<ul style="list-style-type: none"> • have high expectations of pupil engagement with the learning process • plan, monitor, and assess each pupil’s progress and provide individualised and quality reports on individual progress • develop and maintain excellent relationships with children, parents and colleagues • attend parents’ meetings as required • be prepared to take an active role in staff meetings, open days, twilight sessions and training days • make positive contributions to the co-curricular life of the School • further their own professional development through the School’s performance management programme • plan for and deliver the values and thinking skills embedded within the Connected Curriculum and Learning Tree • undertake such other responsibilities as the Head of Junior School may from time to time require. <p>All staff are expected to promote and safeguard the welfare of children and young people for whom they are responsible and with whom they come into contact.</p>
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • This role involves regulated activity with children. • All teaching staff contribute to the pastoral life of the school. • All teaching staff are required to attend regular training in safeguarding and child protection.
<p>The Junior School</p>	<p>The Junior School</p> <p>The Junior School at PGS offers outstanding academic, pastoral and co-curricular opportunities to pupils from the ages of 2 to 11. It is made up of four areas:</p> <ul style="list-style-type: none"> • Early Years (Pre-School & Reception) • Infants Department (Y1-Y2) • Lowers Department (Y3-4) • Uppers Department (Y5-6) <p>It provides a broad Thematic Curriculum that offers a unique and bespoke approach to learning and personal</p>

development. Having made the transition to continuous assessment for entry from the Pre-School to the Junior School and then into the Senior School, Junior School pupils now benefit from a curriculum that provides a framework of opportunities across a wide range of inter-connected disciplines. All pupils develop a diversity of transferrable flexible skills and knowledge, and are academically aspirational. Every pupil is also encouraged to find an outlet for their creative and sporting interests through the comprehensive cocurricular programme.

Pre-School

The Pre-School offers outstanding care and education in a stimulating and nurturing co-educational environment. All pupils have access to superb, shared facilities with the Junior and Senior Schools, including the outdoor education provision, library, theatre and playground, as well as the unique learning environment of the local area, which includes the beach and many facilities in our immediate local area. Bright, spacious rooms supported by creative teaching and a child-centred approach ensure every child has developed a love of learning that will guarantee future happiness and success as they continue their learning journey through the Junior School.

Infants

Retaining small class sizes, pupils in the Infants School (Reception – Year 2) continue to blossom and show enthusiasm and excitement for their learning, benefiting from personalised support and teaching. The children’s learning is enriched and enhanced by a range of trips and visitors to school, making the most of Portsmouth’s local area, history and heritage. The children are also encouraged to be involved in the co-curricular programme and are part of our popular and competitive House system.

Lowers

The Lower Juniors (Years 3-4) are situated on the main school site. Traditional subjects are taught alongside French, cookery, textiles, philosophy and performing arts within exciting and inspirational topics and themes. The children are encouraged to be independent learners and the expectation is for every child to be fully involved and engaged in their own learning. Pupils in the Lowers can choose from a wider range of co-curricular opportunities and can take on extra responsibilities such as Pupil, Eco or Digital Councillor and may receive House Points as a reward for excellent work, effort or behaviour. Educational trips and visits continue to enrich the curriculum in Years 3 and 4, with the additional fun and challenge of residential trips.

Uppers

The Upper Junior School (Years 5-6) are based in the original Victorian school building, enabling them to develop increasing independence as they approach the transition to Senior School. Upper Junior School pupils have their own

dedicated classrooms, labs and technology facilities, to facilitate a distinct educational experience for these year groups, while continuing to make use of shared facilities such as the main school Theatre and Dining Hall. The Upper Juniors benefit from a vast range of co-curricular opportunities, trips and visitors, learning many new skills and developing a broader understanding of the world around them. There are also additional opportunities to take on extra responsibilities vital for personal development, including roles as Librarians, Senior and School Prefects, and House and Team Captains. All responsibilities, except those of the Senior Prefects, are rotated on a termly basis to give many pupils the chance to be involved. Throughout Years 3-6, all pupils are expected to achieve their potential and are set personal challenges to help them achieve this. For those who require more help, there is a comprehensive Learning Support system in place and an equally effective programme for the more able, gifted and talented pupils. Every child is supported and prepared for the transition to the Senior School with the vast majority moving up into Year 7.

Pastoral Care

PGS provides pastoral care of the very highest standard. Every child in the Junior School is valued; their personal development nurtured in and out of the classroom. The staff to pupil ratio is impressive, which means that every child benefits from individual attention. This is no more in evidence than in the Infants where class sizes average around 16, enabling Teachers and Teaching Assistants to really get to know the children on a one-to-one basis. Class sizes remain small throughout the Junior School and, as a result, children benefit immensely from the associated high levels of pastoral care. PGS' Pastoral Curriculum, which is built around the Learning Tree made up of key values, traits and thinking skills, ensures that children grow up not only feeling valued as individuals but able to value the contribution of others. The Pastoral programme supports pupils who may need, for whatever reason, focused support and care from the staff, including school Counsellors, who are based in the modern Health and Wellbeing Centre. The School works closely with parents in these cases to provide structured, connected and effective support.

Outdoor Education and Sports

Physical activity plays a significant role in every pupil's life at PGS, where the aim is for each pupil to enjoy sport and develop a healthy relationship with exercise that will continue long after they leave the school. PGS ensures that every child, regardless of ability, can be actively involved in sport. Pupils are encouraged to develop a healthy and positive attitude towards sport and team games, promoting the benefits of healthy participation and competition, and ensuring that children learn and gain confidence from making mistakes, developing skills and confidence appropriate to the level of each individual.

Children receive a generous allocation of PE and Games lessons, taught by our dedicated Whole School Sports Department. In Games, pupils follow a traditional programme of football, rugby, cricket and hockey for the boys and

netball, hockey, football and cricket for the girls. From 2023, we have been trialling a new system in Years 3 - 6 in which boys and girls are taught together, with an enhanced choice provision. Both boys and girls also do athletics as part of the sports programme in the summer. In PE, they develop a wide range of skills in the swimming pool, on the climbing wall or in more diverse sports such as handball. PGS has a Sports Hall onsite and access to sports facilities in walking distance at HMS Temeraire, Ravelin Sports Centre and Governors Green. Hilsea Playing Fields is our 17.5-acre site located just four miles from the School and provides facilities for much of the outdoor sports programme, including four rugby/football pitches, hockey and tennis astroturf pitches, five netball courts, seven tennis courts, two cricket squares and numerous cricket pitches.

In the Junior School, our fixtures list provides the opportunity for all pupils to represent the School during their time at PGS, with A, B and C team fixtures commonplace. For those more able sportsmen and women, the School's Under 10s and 11s often compete at county and regional levels in a wide range of tournaments and events. The taught curriculum and fixture list is complemented by other outlets for participation and enjoyment, including:

- regular House competitions, which take in place in all the major games, providing all pupils the opportunity to play representative sports;
- a wide range of co-curricular clubs, which are run over the year including karate, judo and tennis.
- a biennial Sports Tour for Year 5 and 6 pupils;
- Holiday Sports Camps.

Creative Arts

There is a strong tradition of the Arts at PGS, and they are seen as a way for PGS pupils to gain a broader understanding of the world around them and to develop personal skills and a cultural appreciation that will enrich their adult lives. We run separate showcases for Years 3-5, with a summer musical for Year 6. In KS1, children undertake a Nativity in Pre-School, Year R and Year 1 with Year 2 performing a play in the summer term.

Music

Music plays a key part in the life of PGS, where 'music is for all' and taking part in a musical ensemble is seen as important in developing musical skills and fostering a powerful sense of community within the School. There is a wide range of over 40 ensembles catering for all abilities and tastes and pupils' impressive talents are showcased at many concerts throughout the year.

PGS has strong connections with Portsmouth Cathedral and is proud of its membership of the Choir Schools Association, having hosted the national CSA Conference for the first time in Portsmouth in 2016. The school provides boys and girls for

	<p>Portsmouth Cathedral’s Choir and Cantate Choir.</p> <p>In addition, many PGS pupils learn a musical instrument, taught by one of the many visiting music teachers each week.</p>
<p>Benefits</p>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and its INSET programme of Professional Development Days provides staff with many personal development opportunities.</p> <p>Key financial benefits of employment at PGS include:</p> <ul style="list-style-type: none"> • A generous salary structure supplemented by payment of an additional PGS Allowance • There are many opportunities to take on additional paid responsibilities to assist in the management and operation of the school • A generous fee concession for the children of teaching staff, subject to criteria and approval; applied pro rata for part-time staff • Auto-enrolment into the school’s defined contribution pension scheme with Aviva • Non-contributory death-in-service policy calculated at 4 times annual salary <p>Other key benefits include:</p> <ul style="list-style-type: none"> • Provision of a two-course lunch during school terms, with a meal provided before all parents’ evenings • Cycle to Work scheme • Free use of the school’s sports facilities which include a well-equipped Fitness Centre • Employee Assistance Programme • A staff parking space can be applied for, with allocation dependent upon availability <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.</p>

Person specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Strong academic qualifications 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • QTS • Curriculum specialism 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of teaching KS1 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of having taught a curriculum specialism and the ability to demonstrate current and effective teaching practice within the subject. • Experience in support of HOY or Core Subject Specialism Lead roles 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Ability to contribute to the pastoral and co-curricular life of the school 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Observed small group session with pupils</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of KS1 curriculum • Knowledge of safeguarding in schools as set out in KCSIE 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of Microsoft 365 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children, staff and parents • willingness to share ideas and best practice within KS1 • ability to contribute to the wider co-curricular programme of the Junior School • ability to contribute to the pastoral life of the school • willingness to support the school's external partnerships • willingness to support the aims and ethos of the school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A can do attitude and an ability to problem solve 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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