

Class Teacher Job Pack



Keston Primary School

Keston Avenue, Coulsdon, CR5 1HP Tel: 01737 555103



PACE Academy Trust

Class Teacher – EYFS / Key Stage 1

Salary: MPS (Outer London) – ECTs welcome to apply

Contract: Temporary for 1 Academic year, Full Time

Start Date: 1st September 2025 to 31st August 2026



Welcome from the Headteacher

Thank you for your interest in joining Keston Primary School as a Class Teacher. This is an exciting opportunity to be part of a great school with a dedicated and forward-thinking team. This is a fulltime role for someone with EYFS or KS1 experience.

As part of PACE Academy Trust, we work alongside three other schools with the mission to provide high quality education and care in a happy, inspiring environments, in which all children and adults are valued and encouraged to succeed. We work collaboratively as a trust on many key areas, with the flexibility and independence to innovate as a school.

We have keen and enthusiastic staff who embrace risk taking and new initiatives. The quality of teaching is high and staff are dedicated to raising standards in teaching and learning.

We do hope you will feel encouraged to join our dedicated and supportive team.

We welcome further discussions and encourage you to view our school website with videos of our school council and other information www.kestonprimary.org.uk

Please contact the school office at: office@keston.croydon.sch.uk or telephone 01737 555103 to make an appointment or to arrange a call.

I look forward to hearing from you.

Kind regards,

Helen Green
Headteacher

About our school

Keston is a two-form entry primary school located on the border of Croydon and Surrey. We are fortunate to have superb grounds with good facilities, both inside and outside. These include a swimming pool, outdoor classroom, running track, computing suite, a library, a dedicated music room, a pond and quad with a growing area.



As well as the main school, we have a Nursery, with its own outside learning area. Our school also prides itself in developing outdoor learning and global learning opportunities; core threads running through all aspects of our curriculum. We are extremely proud of the work that we have undertaken on our curriculum to ensure that the children get the very best provision. It has been created using Key Knowledge and Skills Progression Documents for each subject area.

The profile of Equality and Diversity at Keston is something that is really important to us as a school. We are working hard to ensure that our curriculum and school environment reflect the diverse world that we live in. The children at Keston feel heard and represented within our school and have played a big part in shaping the diverse learning environment that we have today. School Council members from Year 1 through to Year 6 have looked at our displays, books and communal areas to feedback their thoughts on Equality and Diversity.

Our library and book corners have a range of authors, cultures, family structures, genders and religions. Children have the opportunity to learn about people who are like them, and those who are not. When studying topics in the wider part of the curriculum, we ensure that all pupils are exposed to a range of influential people and historical events both from the past and present day.

It is essential that children's learning is not limited to what they already know – we want to help them develop into open-minded, accepting and cultured individuals who appreciate one another for their uniqueness.



The Vacancy

We are seeking to appoint a highly motivated and passionate class teacher with the desire to develop their own teaching skills, along with the ambition to innovate and drive standards forward. It is preferable the candidates have had teaching experience in Early Years or Key Stage 1.

We can offer you:

- Main pay scale (Outer London)
- Friendly and happy children who are keen to learn
- A school that is dedicated to developing every child to reach their full potential
- Collaborative working within our shared family of schools across our Trust
- A dedicated and friendly team of professionals who are keen to develop and learn together
- Employee Assistance Package
- Continuous Professional Development
- Teacher's Pension Scheme



APPLICATION DETAILS

Thank you for your interest in the class teacher position at Keston Primary School. Further details of this post and our school are included in this pack and details of how to apply, can be found below.

HOW TO APPLY

Should you wish to apply for the post, please complete the application form fully, give details of all employment, training and gaps in employment since leaving school to the present day. The supporting statement is an instrumental part of our shortlisting process. Please give as much detail in this section to show how you feel you meet the criteria and our person specification. Your supporting statement should be no more than two A4 sides, size 12 font. Please note we do not accept CVs as part of the selection process.

The closing date for this post is Friday 6th June at 12pm.

SHORTLISTING

A panel will shortlist for interview those applicants who best meet the criteria as outlined in the person specification. Although we do reserve the right to close the vacancy should a suitable candidate be found before the closing date.

INTERVIEWS

Interviews will be held on an ongoing basis throughout the Summer Term and will take place in person. They will involve a tour, teaching task and formal interview. Candidates who have a disability or any other needs will be given the opportunity to highlight this on the application form in order that reasonable adjustments may be made.

SAFEGUARDING

Keston Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. Please be advised that this post is subject to an enhanced DBS check.

In line with guidance from Keeping Children Safe in Education 2023, we will also perform a reasonable online search of candidates asked for interview.

EQUALITY AND DIVERSITY

We believe that diversity is a strength, and our aim is to make sure that PACE Academy Trust reflects our communities.

In PACE Academy Trust we celebrate our diversity and promote equality. People from diverse backgrounds are encouraged to apply. Our full commitment to equality is set out on our website.

<https://www.paceacademytrust.com>



JOB DESCRIPTION – CLASS TEACHER

JOB TITLE	Class Teacher
RESPONSIBLE TO	Headship Team
GRADE	Main Scale
CORE PURPOSE	<ul style="list-style-type: none"> To deliver high quality lessons that meet the needs of the children, ensuring outstanding learning and teaching.
PLANNING, TEACHING and CLASS MANAGEMENT	<ul style="list-style-type: none"> To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations with a clear vision on assessment criteria. To set tasks of which are challenging to children and maintain high levels of interest. To organise & manage groups or individual children ensuring differentiation of learning requirements, reflecting all abilities and identifying SEN. Setting clear targets and building on prior attainment. Maintaining discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework. Effectively use ICT to support learning and teaching. Reflection on own teaching practice to ensure development of teaching. Ensuring the effective and efficient deployment of classroom support staff. Encourage children to think and talk about their learning, develop independence and take pride in their work. Have a regard of the National Curriculum and to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the children in any class or group assigned. Provide a safe, effective and stimulating learning environment in accordance with the school's display principles. Provide a learning environment in which all necessary resources are easily accessible to the children.
PASTORAL	<ul style="list-style-type: none"> Promoting the general progress and well-being of individual children and of any class or group of children assigned. Making records of and reports on the personal and social needs of children. Communicating and consulting with the parents, carers and external agencies. Participating in meetings arranged for any of the purposes described above. Ensure that all children have a sense of belonging and that they feel valued. Recognise that the class teacher is the key adult in ensuring the well-being of the children in the class, communicating any concerns to the appropriate people. Take action to minimise unnecessary risks in order to maintain a healthy and safe environment. Work with the children to achieve the school's expectations of behaviour.

	<ul style="list-style-type: none"> Record information relating to the pastoral care of the children, in line with school policy. Be aware that teachers are role models for behaviour and that staff conduct should reflect the school's expectations. Inform the Designated Safeguarding Lead (DSL) regarding any safeguarding concerns. Complete registers in line with requirements, notifying the Inclusion Leader of any issues.
MONITORING, ASSESSMENTS and REPORTS	<ul style="list-style-type: none"> Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. Provide feedback both verbal and written to children in accordance with the school's agreed policies. Mark and monitor children's work and set targets for progress. Keep records which assist in the continuous assessment of children's learning. Carry out all formative and summative assessment requirements in line with the published annual cycle, ensuring all results are forwarded by agreed dates. Provide information to parents about their children's progress through parent consultation evenings, school reports and informal reports when the need arises. Providing or contributing to oral and written assessments, reports and references relating to individual children and groups of children. Prepare and present informative reports to parents.
APPRAISAL AND PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> Take responsibility for your own continuing professional development. Attend agreed training, staff meeting and INSET sessions. Attend courses relevant to the development needs of your curriculum area and of the school, disseminating where appropriate. Take part in performance management in line with school policy. Fully engage in the school's performance management system. Work as a member of a strong staff-based team to contribute effectively to working relations within the school.
OTHER ACTIVITIES	<ul style="list-style-type: none"> Undertake additional duties as reasonably specified by the Headteacher or Leadership Team.

PERSON SPECIFICATION – CLASS TEACHER

	Essential	Desirable
Qualifications and Training		
Honours degree related to Primary Education or a curriculum subject	X	
Qualified Teacher status	X	
Enhanced DBS	X	
Experience		
Experience as a good / outstanding teacher	X	
Experience of teaching in EYFS or Key Stage 1	X	
Experience in working with children with special educational needs.	X	
Experience in delivering both discrete and cross curricular ICT learning opportunities		X
Knowledge, Skills and Abilities		
Creates a safe, happy and challenging learning environment	X	
Demonstrates good working knowledge of the primary national curriculum and how it links together to create academic, as well as spiritual, moral, social and cultural excellence	X	
An understanding of how learning and lessons can be purposefully structured to achieve high outcomes	X	
Innovative and inspirational, generating children's enthusiasm through setting learning in exciting contexts, inspiring and motivating them to succeed	X	
Challenges and supports children across the full ability range	X	
Uses continuous assessment within the lesson to influence and adapt teaching	X	
Uses children's prior knowledge as a starting point for planning/teaching	X	
Has understanding of how to make use of appropriate data to analyse the performance of children, in order to influence and adapt teaching as well as set targets	X	
Can use ICT effectively	X	
An awareness of safeguarding issues	X	
Communicates effectively (both orally and in writing) to a variety of audiences	X	
Personal Qualities		
Values aligned with the School's Vision statement	X	

Hard working and organised	X	
Positive, enthusiastic outlook, embracing risk, creativity and innovation	X	
Encourages ideas, initiative and innovation in others		X
Reflective and keen to develop yourself	X	
Committed to, and has a strong belief in, teamwork	X	
Able to initiate ideas and put them into practice	X	
Highly motivated showing resilience, stamina and reliability under pressure	X	