

# Part Time PE Teacher Job Pack



**Keston Primary School**

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



PACE Academy Trust



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## *Part Time PE Teacher (PE Specialist) PPA Cover Tuesday to Thursday*

**Salary: From MPS 3 – M6 (Outer London)**

**Contract: Permanent, Part Time – Tuesday to Thursday**

**Start Date: September 2025**



### *Welcome from the Headteacher*

Thank you for your interest in joining Keston Primary School as a PE Teacher. This is an exciting opportunity to be part of a great school with a dedicated and forward-thinking team. It is a part time role, Tuesday to Thursday covering PPA across KS1 and KS2.

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](http://www.kestonprimary.org.uk).

Please contact the school office at: [office@keston.croydon.sch.uk](mailto: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 on 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 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 have an exciting opportunity for a PE teacher (PE Specialist) to join us from September 2025. This is a part-time role working three days per week (Tuesday – Thursday) covering PPA and developing PE opportunities across the school. Including extra-curricular activities, fixtures and leading on the PE curriculum.

As our PE teacher you will:

- Have Qualified Teacher Status or another recognised qualification and evidence of continuing professional development.
  - Deliver high quality PE teaching and learning to pupils within Key stage 1 and 2.
  - Inspire children with enthusiasm and a love of learning.
  - Have knowledge of and experience of teaching PE and Sport to pupils.
  - Have a sound knowledge of the requirements of the national curriculum.
  - Have the ability to prepare and deliver inspiring lessons that take into account the individual needs of all our pupils.
  - Enthuse pupils in all areas of sport including extra-curricular activities.
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## *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
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## APPLICATION DETAILS

Thank you for your interest in the PE teacher role at Keston Primary School. Further details of this post 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 on Eteach, giving 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. Please note we do not accept CV's as part of the selection process.

The closing date for this post is 12 pm on Friday 6<sup>th</sup> June 2025

### 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.

### 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>

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**JOB DESCRIPTION – PE TEACHER (PPA COVER)**

<b>JOB TITLE</b>	PE Teacher
<b>RESPONSIBLE TO</b>	Headship Team
<b>GRADE</b>	Main Scale
<b>MAIN PURPOSE OF THE ROLE</b>	In addition to carrying out the duties of a teacher, the PE teacher will lead on school sports teams and any extra curricular sports activities.
<b>TEACHING AND LEARNING</b>	<ul style="list-style-type: none"> <li>➤ The PE specialist will undertake all duties required of a qualified teacher, and will deliver high quality teaching and learning with primary PE lessons throughout the school.</li> <li>➤ Keep up to date with government initiatives relating to the teaching of PE and sport and prepare policies and targets as required.</li> <li>➤ Support the school in developing appropriate intra and inter school competitions and challenge all students to engage in appropriate activities.</li> <li>➤ Ensure children have access to appropriate opportunities both within and outside of the school.</li> <li>➤ Maintain records to show participation in events/competitions.</li> <li>➤ Maintain data collection in line with school policy and be committed to meeting data targets set.</li> <li>➤ Review and update schemes of work in line with the National Curriculum.</li> <li>➤ Deliver whole school in-service training for teachers and teaching assistants. When required.</li> <li>➤ Deliver sports clubs to students within the school as appropriate.</li> <li>➤ Commit at all times to the safeguarding and protection of children and young people.</li> <li>➤ Regularly attend School Sports Partnership meetings and PE cluster meetings.</li> <li>➤ Undertake continuing professional development.</li> </ul>
<b>STRATEGIC DIRECTION AND DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>➤ Communicate the school's vision and objectives to all members of the school community and support the effective delivery of the school's aims.</li> <li>➤ Demonstrate high standards of personal integrity, loyalty, discretion and professionalism.</li> <li>➤ Role model and demonstrate exemplary practice in all areas of school life.</li> <li>➤ Responsible for leading the PE curriculum.</li> </ul>
<b>WELLBEING</b>	<ul style="list-style-type: none"> <li>➤ Ensure that all children have a sense of belonging and that they feel valued.</li> <li>➤ 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.</li> <li>➤ Take action to minimise unnecessary risks in order to maintain a healthy and safe environment.</li> <li>➤ Work with the children to achieve the school's expectations of behaviour.</li> </ul>

	<ul style="list-style-type: none"><li>➤ Record information relating to the pastoral care of the children, in line with school policy.</li><li>➤ Inform the Designated Safeguarding Lead (DSL) regarding any safeguarding concerns.</li></ul>
<b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"><li>➤ Take responsibility for your own continuing professional development</li><li>➤ Attend agreed training, staff meeting and INSET sessions.</li><li>➤ Attend courses relevant to the development needs of your curriculum area and of the school, disseminating where appropriate.</li><li>➤ Take part in appraisal in line with school policy.</li></ul>
<b>OTHER ACTIVITIES</b>	<ul style="list-style-type: none"><li>➤ Undertake additional duties as reasonably specified by the Headteacher or Headship Team</li></ul>

## PERSON SPECIFICATION – PE TEACHER

	ESSENTIAL	DESIREABLE
Qualifications and Training	<ul style="list-style-type: none"> <li>➤ Honours degree related to Primary Education or a curriculum subject</li> <li>➤ Qualified Teacher status</li> <li>➤ Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Evidence of and commitment to continuing professional development</li> <li>➤ Qualifications relevant to the phase.</li> <li>➤ First aid trained or willing to undertake training in this area</li> </ul>
Experience and Skills	<ul style="list-style-type: none"> <li>➤ Sustained experience of teaching in and implementing the PE curriculum.</li> <li>➤ Able to deal with minor incidents, first aid and the personal health and hygiene of the pupils.</li> <li>➤ An excellent understanding of successful strategies for meeting the needs of all pupils.</li> <li>➤ Knowledge of a range of effective classroom and behaviour management strategies.</li> <li>➤ Create a positive team spirit, delegating and negotiating when necessary.</li> <li>➤ Thorough understanding of and commitment to equality &amp; diversity.</li> <li>➤ Knowledge of safeguarding and child protection issues.</li> <li>➤ Awareness of the importance of confidentiality and data protection.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Participation/development of extra-curricular activities relating to sport.</li> </ul>
Personal Qualities and Attributes	<ul style="list-style-type: none"> <li>➤ A passion for teaching.</li> <li>➤ Courage and resilience.</li> <li>➤ A commitment to the highest standards.</li> <li>➤ A high level of self-motivation and ability to motivate others.</li> <li>➤ Well organised and an effective planner.</li> <li>➤ An ability to be innovative and inspire a love for learning.</li> <li>➤ Empathy and compassion.</li> <li>➤ Inclusive.</li> <li>➤ Ambitious.</li> </ul>	

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|  | <ul style="list-style-type: none"><li>➤ Reflective.</li><li>➤ High level of emotional intelligence, especially when under pressure.</li></ul> |  |
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