



Candidate Information Pack

Dare to know?

Introduction

Knowledge Schools Trust is seeking an EYFS Class Teacher and Phase Lead to join the team at West London Free School Primary and Earl's Court Free School Primary. Both schools have been graded 'Outstanding' by Ofsted in the last five years.

Our aim is to educate children from a variety of backgrounds and give them the knowledge, skills and confidence to flourish in an academic primary school and beyond. Our core belief is that every child is entitled to a classical liberal education, regardless of background or ability, and we follow the Primary Knowledge curriculum based on the research of Professor ED Hirsch.

This briefing pack should provide you with the key background information about our Trust and our Primary Schools. We very much hope that, if you believe that this is the right opportunity, that you apply to us. If you have any initial questions you wish to discuss you can contact me in confidence at l.lund@wlfs-primary.org.

I look forward to hearing from you.



Laura Lund
Executive Headteacher

Background information



Knowledge Schools Trust is creating some of the best schools in the country, renowned for academic excellence and capable of instilling world-beating ambition in all its pupils, no matter what their background.

To date, the Trust has five state funded schools:

- West London Free School which opened in September 2011 and its Sixth Form which opened in September 2016
- West London Free School Primary which opened in September 2013, awarded Ofsted Outstanding in all areas in June 2015
- Earl's Court Free School Primary which opened in September 2014, awarded Ofsted Outstanding in all areas in June 2017
- Kensington Primary Academy which opened in September 2016, awarded Ofsted Outstanding in all areas in November 2018
- Edlesborough Primary Academy joined the Trust in November 2020

We are pleased to also have approval from the DfE to open a new Secondary school in Cambridge which is planned to open in 2022. We continue to work with the DfE to open new schools or bring existing schools within our Trust in a managed and sustainable manner.

Our school motto, *sapere aude*, means 'dare to know'. We encourage all our pupils to approach everything they do with this attitude.

Academic achievement is one of our key priorities, but we also want our pupils to become well-rounded individuals and develop interests they become passionate about.

Useful background information can be found on our websites.

<http://www.knowledgeschoolstrust.org>

<http://www.wlfs.org>

<http://www.wlfs-primary.org>

<http://www.ecfs-primary.org>

<http://www.wlfs-kpa.org>

<http://www.epa-primary.org>

We also have an independent charitable body to raise funds to support our schools' activities. The KS Foundation Trust was initially formed to secure funding for extra-curricular sport and musical activities for the pupils of the West London Free School but now has a broader focus looking to provide activities, facilities, and resources and other support to all pupils across all schools in the MAT. More details can be found here:

<http://www.knowledgeschoolsfoundationtrust.org>

You will need to demonstrate:

- The ability to work as part of a team as well as to lead.
- The ability to inspire, enthuse and motivate others, leading by example.
- The ability to communicate effectively verbally and in writing with a wide range of people including children, staff, parents, governors and external agencies.
- The ability to sustain a demanding workload, meet deadlines and promote an effective school.
- Excellent interpersonal, time management and organisational skills.
- The ability to be positive, creative, energetic and enthusiastic.
- The ability to maintain effective discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.
- The ability to maintain confidentiality and professionalism at all times.
- The ability to lead and manage change effectively.

The role includes:

- Data Management.
- Day-to-day management of all EYFS classes (staff, children and parents where required).
- Weekly Phase Meetings.
- Organise and deliver assemblies.
- Carry out monitoring and ensure it has an impact.
- Representing your Phase at Middle Leadership Team meetings.

We will offer you:

A unique opportunity to take up a teaching role in a new and growing group of innovative schools

The potential for upward career movement

A supportive working environment within an established multi-academy trust

An opportunity to help develop and pioneer an exciting new curriculum

Access to a network of outstanding practitioners to collaborate with and learn from.

EYFS Lead Person Specification

Selection criteria – all are essential except those marked * which are desirable	
Qualifications and experience	1. Qualified teacher status
	2. Proven track record of CPD
	3. Proven demonstrable experience and impact in a middle leadership/senior leadership role
	4. Further specialist qualification in an aspect of educational practice or Leadership e.g. NPQSL*
	5. At least 3 years successful teaching experience within the primary age range

	6. Evidence of sound knowledge of effective quality first teaching in EYFS.
	7. Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community*
	8. Experience of monitoring and evaluating effective teaching and learning*
Professional knowledge and understanding	1. Knowledge and understanding of the expectations within the national assessments
	2. Confident use of ICT, including classroom technologies
	3. Understanding of child protection procedures and safeguarding children
Abilities and skills	1. Ability to use performance data to inform planning and provision
	2. Ability to lead and manage people to work effectively, both individually and in teams
	3. Ability to deal sensitively with people
	4. Show excellent time and management skills and analyse, prioritise and meet deadlines
	5. Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills
	6. Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals
	7. Ability to promote the learning ethos of the school, supporting our vision for an excellent education for all
	8. Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best
Personal qualities	1. A commitment to inclusive education and a willingness to respond to the needs of all learners
	2. Ambition, energy, enthusiasm, determination and drive to develop your role
	3. Reliability, professionalism and integrity
	4. A good sense of humour!

Please send completed application forms to careers@wlfs-primary.org. During the current covid restrictions, potential candidates are encouraged to visit the school website to learn more about the school.

Closing date: Midday on Friday 14th May

All applications should be submitted by noon to careers@wlfs-primary.org

Candidate interviews will take place by invitation and will be held on site on Wednesday 19th May 2021, between 9am and 4pm.

The Knowledge Schools Trust Safer Recruitment Procedure


The Knowledge Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. In order to meet this responsibility, its schools follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

The Knowledge Schools Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate. The multiple conviction rule

has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)



As the Knowledge Schools Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children and vulnerable adults of positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you. Failure to disclose this information could result in dismissal or discipline by the School. Any information will be treated in complete confidence.

Reference checking

References from a minimum of the previous and current employer will be taken up for shortlisted candidates and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probationary period of six months.



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