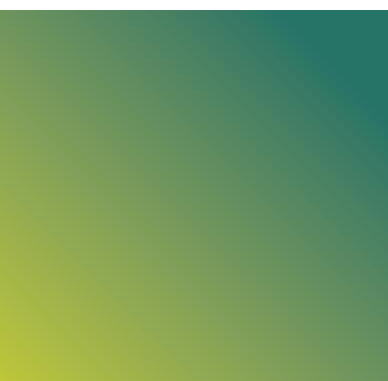




St Mary's and St John's
Church of England School

LETTERS

to Applicants



LETTERS TO APPLICANTS



Wisdom Service Hope

St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

Telephone: 020 8202 0026

Email: office@smsj.london

Website: www.smsj.london

Principal: Martin Serrão BA, MEd (Camb)

Dear Candidate,

On behalf of the Governors, I would like to thank you for your interest in becoming our Head of Primary School. We believe that the role we are advertising presents an exciting opportunity for an inspiring leader to join our unique all-through school.

Our shared Christian ethos offers a firm foundation on which we strengthen relationships with our community as we strive to live our values of;

Wisdom, Service and Hope.

We feel blessed to serve a richly diverse community and are proud that our staff and children have a deep sense of belonging and security within our school.

We have achieved high recognition from Ofsted and the London Diocesan Board for Schools. The successful candidate will build work with the Principal and Governing Board as we strive to continually improve and meet the challenges presented to us.

The following challenges are apparent to the governors;

- Continued improvement of parent school communication
- Promotion of the Nursery Phase to ensure we meet our PAN
- Encouragement of parent engagement through regular school activities and our Parent Teacher Association
- Continue to work together with the Principal, LA and LDBS to secure positive SIAMS and Ofsted outcomes
- Continue to improve the attainment and outcomes of pupils
- Developing the majority of teachers to become consistently strong practitioners in all respects

However, we believe that there are some significant benefits which a new head of school will gain from joining St Mary's and St John's, such as:

- There is a supportive group of parents, many of whom as Friends are eager to hold lively and successful fundraising events.
- The successful candidate will be directly supported by our experienced Principal and an established senior leadership team.
- Governors are a purposeful and compassionate body who are committed to supporting our leadership team, staff and children.
- A rare opportunity to lead in an all-through setting.
- School finance is secure and positive.

You are more than welcome to come and visit us at SMSJ, where you can form your own opinion of our unique and inclusive Christian character.

If you would like to visit our school, please contact Vittoria Casey, Executive PA to Principal at v.casey@smsj.london.

I wish you every success in your application and look forward to hearing from you.

Yours sincerely,

Revd. Roy Hutchinson
Chair of Governors

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Email: office@smsj.london

Website: www.smsj.london

Principal: Martin Serrão BA, MEd (Camb)

Dear Prospective Candidate,

I arrived at St Mary's and St John's (SMSJ) CE School in April 2018 and very quickly recognised the unique nature of this educational setting. As an all-through school located across three individual campuses in the London Borough of Barnet, there are genuine opportunities to ensure our children, staff, parents and carers, relish their learning journeys.

A factor which is central to who we are is our confident assurance that '...with God, all things are possible'. Christian worship and prayer is core to the life of the school. This said, we are truly a blended family of all faith and no faith but who share three core values;

Wisdom, Service and Hope

These shared values offer us a greater dimension to inclusion. And as a result, [our staff readily say](#) that they feel part of a family who look after each other and enjoy developing their own teaching and learning. Our children enjoy coming to school and regularly contribute to improving their experiences.

Commitment to Learning in the school is positive, supportive and mostly exemplary. Our children have a clear sense of right and wrong and work well towards maintaining high standards through self-regulation. Our children are open, friendly, creative and motivated; an absolute pleasure to work with. It is my belief that this stems directly from our shared Christian values.

SMSJ staff constantly reflect on pedagogy, looking to improve outcomes for all students and willingly sharing good practice. Within our Primary phase we have introduced an exciting and innovative approach to teaching and learning supported by resources unique to SMSJ. Attainment, achievement and progress are improving and our aim is to be consistently above LA and national averages.

Our moving forward strategy includes the continuing to strengthen;

- **Leadership** a culture of high expectations at all levels, consistent monitoring of all pupils and evaluation of interventions.
- **Influential learning** through the delivery of a correctly sequenced curriculum across all phases to enable pupils to make rapid progress. Embed differentiation across all subjects particularly for disadvantaged and/or high attaining pupils and those with special educational needs.
- **Christian Character** with further develop our Ambassador program and ensure that all pupils regulate themselves well at break and lunchtimes in social spaces. Reduce low level distraction in lessons to a minimum.

SMSJ parents have a keen interest in their children's education and therefore are willing to take an active part in school life. This is another area which we would like to further improve as we emerge from the pandemic.

I am very much looking forward to supporting and collaborating with our new Head of Primary School, as we embed academic excellence, creative expression, healthy living and faith. This role presents a unique opportunity for a senior leader to have a genuine impact on the aspirations and hopes of children at every stage of their primary and secondary education. Our SMSJ family relishes challenge and enjoys exploring innovative ways of learning.

I look forward to showing you our school which will tell its own story!

Yours sincerely,

Mr. M Serrão
Principal

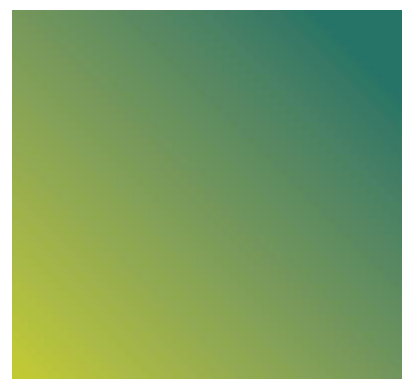
Neale House Campus, Prothero Gardens, Hendon, NW4 3SL
Bennett House Campus, Sunningfields Road, Hendon, NW4 4QR
Stamford Raffles Campus, Downage, Hendon, NW4 1AB





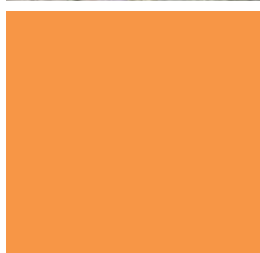
St Mary's and St John's
Church of England School

LEADERSHIP

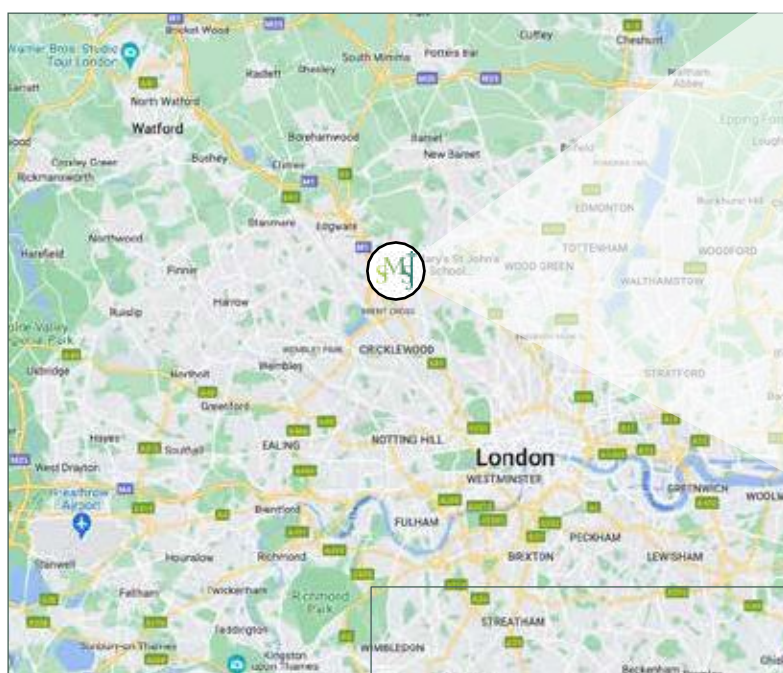




Wisdom Service Hope



Location



NEALE HOUSE CAMPUS

Nursery to Year 4

Prothero Gardens,
Hendon, NW4 3SL

BENNETT HOUSE CAMPUS

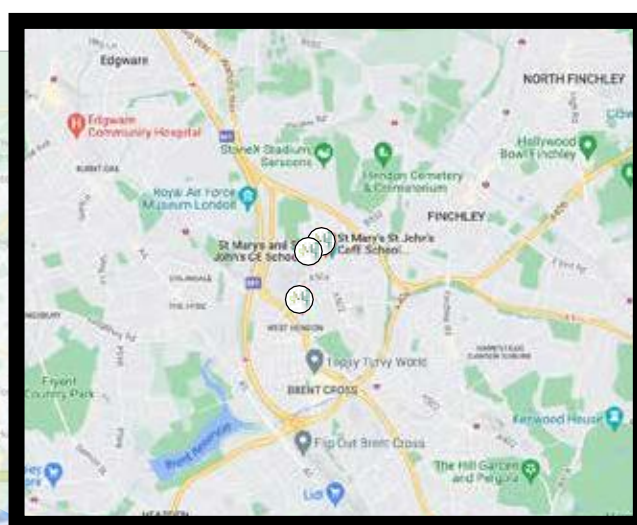
Years 5 to 8

Sunningfields Road,
Hendon, NW4 4QR

STAMFORD RAFFLES CAMPUS

Years 9 to 13

Downage,
Hendon, NW4 1AB



Telephone: 020 8202 0026

E-mail Address: office@smsj.london

<http://www.smsj.barnet.sch.uk/>

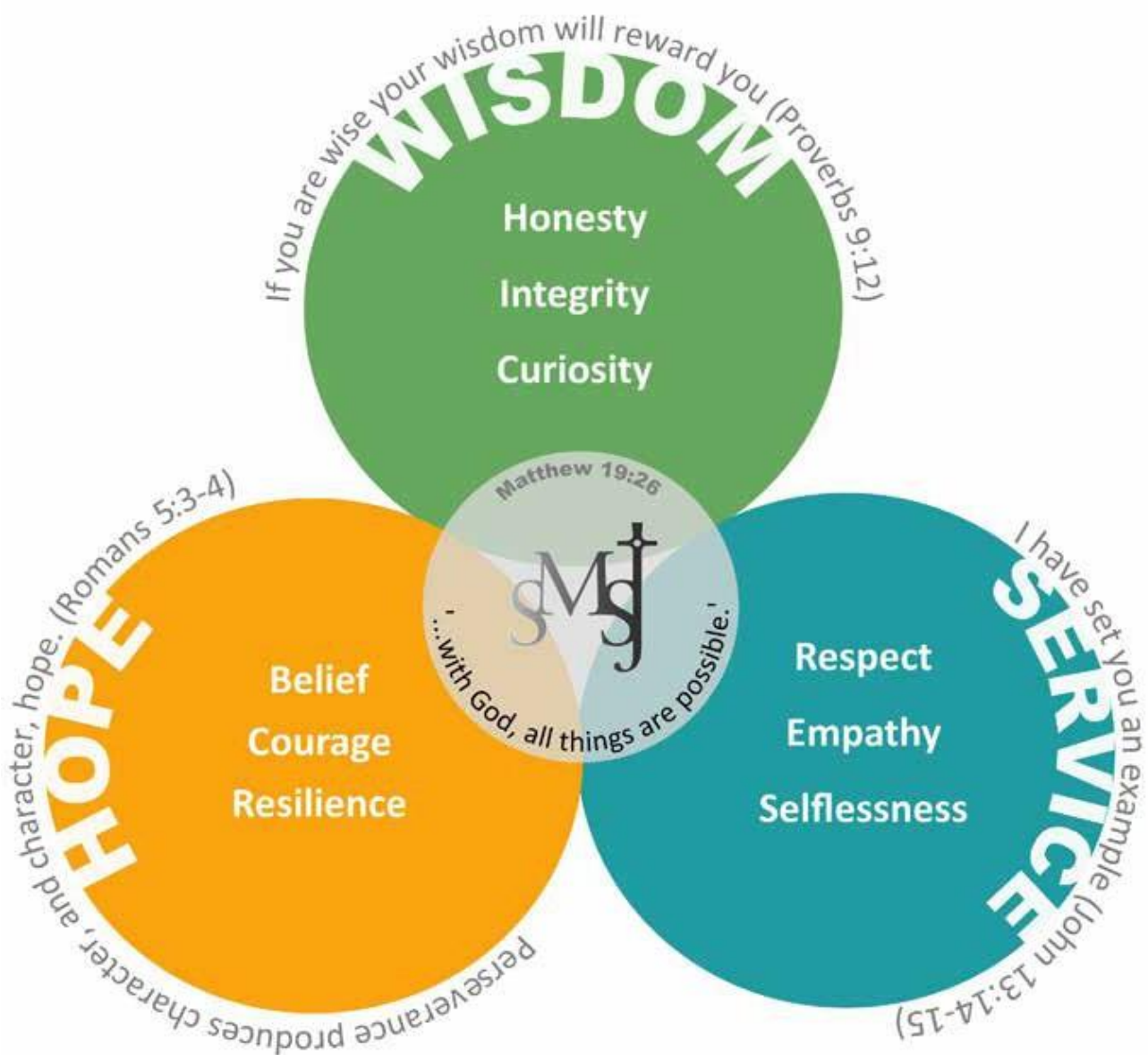




Wisdom Service Hope



St Mary's and St John's Church of England School





Job Description

RESPONSIBLE TO: The Principal of our all through School

PURPOSE OF THE JOB

- to exercise transformational leadership, which nurtures the development of the school community, encouraging its spiritual growth and awareness and offering a clear and recognisable sense of Christian purpose.
- to provide inspirational, professional, servant-hearted leadership that secures an outstanding education for children.
- to ensure that strategic planning is informed by rigorous self-evaluation so that the school continues to improve leadership, teaching and learning, the curriculum and standards of achievement.
- to work in genuine partnership with the Governing Body, the two sponsoring parishes, the London Diocesan Board for Schools, Barnet Council and other stakeholders to ensure the school is recognised as a centre of excellence as a Church of England school and one of the leading primary schools in the London Borough of Barnet.

KEY AREAS OF RESPONSIBILITY

SECTION 1: ETHICS AND PROFESSIONAL CONDUCT

The Head of Primary School is expected to demonstrate consistently high standards of principled and professional conduct. They will be expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Both within and outside school, the Head of Primary School will:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As a senior leader of our all through school community, the Head of Primary School will:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

SECTION 2: HEADTEACHERS' STANDARDS

1. SCHOOL CULTURE

HEAD OF PRIMARY SCHOOL WILL:

- establish and sustain the all through school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

2. TEACHING

HEAD OF PRIMARY SCHOOL WILL:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

3. CURRICULUM AND ASSESSMENT HEAD

OF PRIMARY SCHOOL WILL:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. BEHAVIOUR

HEAD OF PRIMARY SCHOOL WILL:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

5. ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES HEAD OF PRIMARY SCHOOL WILL:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. PROFESSIONAL DEVELOPMENT HEAD OF PRIMARY SCHOOL WILL:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. ORGANISATIONAL MANAGEMENT HEAD OF PRIMARY SCHOOL WILL:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

8. CONTINUOUS SCHOOL IMPROVEMENT

HEAD OF PRIMARY SCHOOL WILL:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. WORKING IN PARTNERSHIP HEAD OF PRIMARY SCHOOL WILL:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. GOVERNANCE AND ACCOUNTABILITY HEAD OF PRIMARY SCHOOL WILL:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties



Person Specification

INTRODUCTION:

The core purpose of the Head Teacher in a Church of England school is to provide leadership in the context of a community rooted in the Christian faith. Thus it is an essential requirement the person appointed to the post at St Mary's and St John's Church of England School has a strong, personal faith and recognises the opportunities and challenges facing our school as a vibrant part of the mission of the Church in education.

Key: E = Essential D = Desirable A = Application I = Interview R = Reference

CRITERIA	ESSENTIAL /DESIRABLE	EVIDENCED
EDUCATION AND TRAINING		
Qualified Teacher Status and DfE number	E	A
A good Honours degree	E	A
Designated Safeguarding Officer Training (Level 3 Safeguarding)	D	A
Evidence of relevant professional development/qualifications	E	A/I
EXPERIENCE		
Substantial experience as a Senior Leader with whole school student welfare responsibility	E	A/I/R
Successful and innovative Early Years/KS1/2 practitioner contributing to excellent student outcomes	E	A/I/R
Experience of working in more than one primary school	D	A
Experience of successful strategic rather than reactive work	E	A/I
Experience of leading/contributing to continuing professional development	E	A/I
Experience of leading and managing at Phase level or whole school level	E	A/I

CRITERIA	ESSENTIAL /DESIRABLE	METHOD OF ASSESSMENT
SKILLS, KNOWLEDGE AND UNDERSTANDING		
An understanding and awareness of current educational developments	E	A/I
An understanding of student welfare and student outcomes	E	I
Knowledge and understanding of Keeping Children Safe in Education	E	A/I
Knowledge, understanding and experience of Inclusion issues	E	A/I
Knowledge, understanding and experience of Child Protection procedures and practice	E	A/I/R
Knowledge, understanding and experience of supporting Looked After Children	E	A/I
Ability to communicate confidently and effectively both verbally and in writing	E	A/I
Experience in deploying strategies for ensuring inclusion, diversity and access	E	A/I
PERSONAL QUALITIES		
Belief in the Christian vision and values of the school	E	I
A visible leader, who acts with compassion and emotional intelligence	E	A/I
The ability and drive to inspire, challenge, influence and motivate others	E	A/I/R
The desire to ensure consistently high standards	E	I
An unrelenting drive to improve the outcomes and life chances of our students	E	A/I/R
The passion and commitment for a vital role in a Church of England, multicultural, school	E	A/I
An ability to maintain professional integrity at all times	E	A/I/R
Flexible and Resilient	E	I/A
Considerate of staff wellbeing	E	A/I
Passion, drive and commitment to develop future school leaders	E	A/I
Capacity and willingness to self-reflect in order to grow and develop as a senior leader	E	A/I
Reliable, honest and trustworthy, modelling the highest professional standards	E	A/I
Commitment to Equal Opportunities	E	A/I

How to Apply

If you are interested in applying for this position, or visiting our school, please contact Vittoria Casey on the details below.

Vittoria Casey

v.casey@smsj.london

020 8202 0026 Ext: 231

Key Dates:

Closing date: Mon 31st October, 12pm

Visits to the school: w/c 17th October

Shortlisting: w/c 31st October

Interviews: w/c 7th November

Please submit your completed application form via email to:

v.casey@smsj.london