



St Mary & St John CE Primary School

HEADTEACHER Recruitment pack

MARCH 2021

FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the role of Headteacher of St Mary & St John CE Primary School.

This is a key moment for our community, and an exciting opportunity. Mary & John is an exceptional school – uniquely fortunate in its situation and in many other ways. After ten good years under the leadership of our current Head, we are looking for the right person to take it on to the next stage of its development, from this September, building on all its strengths and finding new ways forward.

Mary & John is a busy, happy city primary with a strong caring and inclusive ethos. It is among the schools in Oxford with the highest number of first-choice applications each year, and is generally over-subscribed. The staff are talented and dedicated, valuing every child as an individual and respecting each other as a professional team. Over the last year, especially, they have worked together with extraordinary commitment and flexibility to help our children and families through the challenges of the pandemic.

The school is rated by Ofsted as Good and we are pleased with the high standards that judgement represents, across the board, and with Ofsted's recognition that 'pupils are happy, enjoy their learning', 'behave very well in lessons', 'are confident and articulate about their work', that 'staff are proud to work at the school' and are 'passionate and inspirational', and that parents and carers are highly positive about the quality of education their children receive. We see potential for improvement in some areas of children's attainment and achievement, and we look forward to working on that with our new Head.

Diversity of background, culture and religion is at the heart of the school's character and ethos, including respect for faiths other than Christianity, and for those of no faith, and we are looking for a Head who will join us in celebrating that diversity of experience in the life of the school.

We are proud of our strong culture of safeguarding, our focus on developing the whole child, and our commitment to the restorative approach, in line with our values of love and inclusion, respect and regard for differences. We are active in our concern for the environment – children, staff and governors – and sustainability is one of our priorities in school and governing body decision-making.

This information pack has been put together to give you an introduction to Mary & John and the community around the school. We hope it may lead you to consider a future with us.

- **Mary & John, Oxford – an introduction**

- Key points and context
- Our values and vision
- Our children, staff, parents and carers
- Comper – our partner school
- East Oxford – the area, the community
- St Mary & St John Church, and the Parish of Cowley St John

- **Mary & John Headteacher – job description and person specification**

- **The application process**



As our Head you would be supported by a very skilful and cohesive staff team, committed governors and an engaged and energetic parent and parish community, ready to work with you to make a difference in the lives of our children and families.

If you think you could be the right person for this role please get in touch to arrange an informal visit, or send us your completed application form. We hope you will – we look forward to hearing from you!

Yours faithfully,

Sarah Franklin
Chair of Governors

On behalf of all the Governors of Mary & John

St Mary & St John CE Primary School
Meadow Lane, Oxford OX4 1TJ

Website ssmj.oxon.sch.uk
Recruitment email maryandjohnoxfordhap@gmail.com

MARY & JOHN, OXFORD – AN INTRODUCTION



Key points and context

Type of school

Primary school
Local authority maintained
Church of England –
(Voluntary Aided), Diocese of Oxford
Co-educational
Two-form entry

Location

East Oxford
Meadow Lane, Oxford OX4 1TJ

Age range

Ages 4–11
Provision for our Years 1–6 children (ages 5–11)
is on our own school site, at Meadow Lane.
Provision for our Reception year children (ages
4–5) is at Comper Foundation Stage School.
These children are on the Mary & John school
roll but responsibility for their education and
care, including safeguarding, is fully delegated to
Comper, with monitoring by Mary & John staff
and governors.

Number of classes

12 classes (Years 1–6)

Number of children on roll

406 children (March 2021)
Years 1–6, 349 children
Reception (at Comper), 57 children

*Unless noted otherwise, figures given below
are for Years 1–6 + Reception (March 2021)*

Attendance (children)

97.3% (Years 1–6)
*This figure is for the second half of the Autumn
Term, 2020 (between periods when the school
was closed to the majority of pupils because of
lockdown). Average attendance for 2018/19
(last normal school year) was 96.3%.*

Children eligible for Pupil Premium funding

45 children, 11%

Children with special educational needs/disability

44 children on SEND register, 11%
10 children with EHCP, 2%

First language spoken

English 83%, Urdu 4%, Punjabi 2%, French 2%

26 languages spoken in total.

All other languages have small numbers

(4 first language speakers or fewer).

EAL children, 16%

Some of these children are bilingual and fluent in English.

Ofsted rating

Good (March 2018)

SIAMS grade

Good (March 2016)

(Statutory Inspection of Anglican & Methodist Schools)

Early Years Foundation Stage

83% GLD (2018/19)

No data for 2019/20.

Phonics screen (Year 1)

88% (2018/19)

87% (2019/20)

2019/20 figure – Year 1 phonics screen was postponed because of lockdown. Testing was in December 2020, after the children had started in Year 2.

Key Stage 1 pupil outcomes

Reading 83%, Writing 78%, Maths 81% (2018/19)

No data for 2019/20.

Key Stage 2 pupil outcomes

Reading 76%, Writing 81%, Maths 76% (2018/19)

Reading, Writing & Maths 69% (2018/19)

No data for 2019/20.

Number of staff (Years 1–6)

41 staff in total

Deputy head (non-teaching)

15 teachers (13.7 FTE)

17 teaching assistants (14 FTE)

SENCo (non-teaching, 0.6 FTE)

6 support staff (3.6 FTE)

Budget

	(2019/20)	(2020/21)
Total income	£2,045,128	£2,035,907
Total expenditure	£2,580,926	£2,168,624

Expenditure has been exceeding income during this time as we have been completing a refurbishment project using funds received in 2018 from the parish (a one-off windfall payment), following the sale of a building nearby. The general school budget has been balanced throughout, and is currently showing a small projected annual surplus.



School site

Our Meadow Lane site is unusually large for a primary school. The buildings were originally designed for older children and the indoor areas are spacious and light. As well as large classrooms, there are areas for shared working between classes, two school halls, a new library, music rooms, a cookery room, extra work spaces for staff and a dedicated room for our breakfast and after-school clubs. Over the last few years most of the indoor areas have been refurbished, to a high standard, and outdoor areas and the roof have also been renewed. All the classrooms have doors opening to the outside, as well as connecting with the indoor spaces of the school. The grounds themselves extend over more than an acre, with lots of outdoor play areas and courtyards, a wildlife garden and a big school field, surrounded by trees. All classes have outdoor learning

sessions in the areas around the school, and the children love camp-out days on the field.

Mary & John is also uniquely lucky in its location – bounded by green spaces and nature reserves, yet very close to the centre of Oxford. It is a ten-minute walk for the children to the university pool for swimming sessions, and a longer walk or a short bus ride into the centre for trips to museums, to Christ Church at Christmas to sing in the cathedral and to the theatre for the pantomime.

The catchment area for the school is very diverse. It includes areas of significant deprivation as well as areas of housing occupied mainly by university academics, medics and other professionals.





Our curriculum

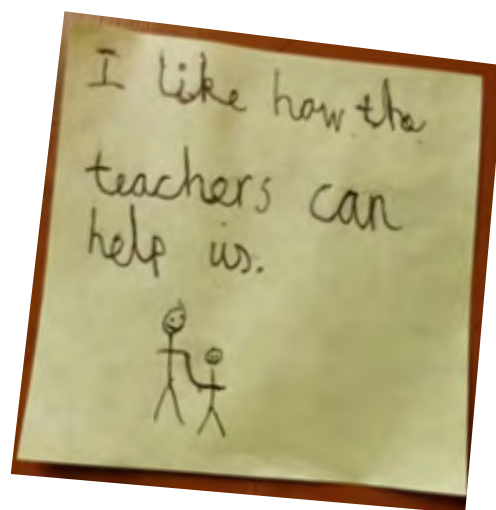
Our over-arching goal is common to all schools, and uncomplicated – to drive school improvement towards outstanding provision by maintaining high standards, with:

- consistently good teaching and learning;
- a highly motivated, committed and aspirational staff team;
- an enriched, broad and balanced curriculum.

We follow the National Curriculum throughout the school. Developing children's English and maths is central and we spend time each day on these essential skills. We place strong emphasis also on the creative arts, PSHE (including e-safety), physical education and outdoor learning. We use a cross-curricular approach to learning, when appropriate, helping children to learn in meaningful contexts, independently and in collaboration with each other. Rich texts – stories and poetry – are the starting point for each term and curriculum theme, and introduce the children to diverse voices in terms of gender, ethnicity and culture. Wherever possible we encourage creativity, in all areas of the curriculum, and we support the children in expressing themselves to develop their confidence and foster cooperation.

We are fully committed to being an inclusive school, and we work to ensure that our curriculum is responsive and accessible to all our children, whatever their individual need.

At the end of the school day we run clubs covering a wide range of sports, musical, creative and other activities. Some of these are led by members of our own staff; for others we bring in specialists from outside. Children eligible for Pupil Premium funding are supported to attend clubs free of charge.





Our values and vision

VISION STATEMENT

Within our tradition as a Church of England Primary School, we are committed to making St Mary & St John an inclusive environment, fostering curiosity, spirituality, creativity and respect. At our school we want everyone to be valued, to explore the joy of learning, and to achieve their full potential.

Love

‘Let all that you do be done in love.’
(1 Cor. 16: 14)

Inclusion

Kindness, consideration and access to opportunities and resources for everyone.

Curiosity

We ask questions about the world and look for answers. We want to know things and to learn.

Spirituality

We are thoughtful about our human spirit, our meaning in the world and our place within it.

Creativity

We encourage everyone to use their imagination, follow their interests, try things out.

Respect

We respect and value each other as individuals and as members of groups. We respect and value differences.

Learning

We gain knowledge, develop our understanding, learn new skills.

Achievement

We make progress. We try hard. We take steps towards the future. We help each other get ready to make the most of our opportunities.

Our children

About Mary & John, our children say ...

'I feel good
in school.'

'I love school!
It's a good experience!'

'People are kind
at the school.
You feel happy.'

'They help you
if you are lonely.'

'There's lots
of fun stuff!'

'I like how the whole
staff work together!'



I like the big football fields!

I like the fact that we get to read our own books

I like doing shows Maths is good!

I like gymnastics I really like art Amazing clubs

I like camp-out I like the science

I love writing stories and writing in general

I like free time Awesome beetles I like PE

I love challenges I like computers I love school trips

Outdoor learning is the best!

**I like outdoor learning because it teaches us
more about survival and the forests of the world**

For our new Head, they want someone who ...

'Isn't in the office too much as I want her/him to play with us.'

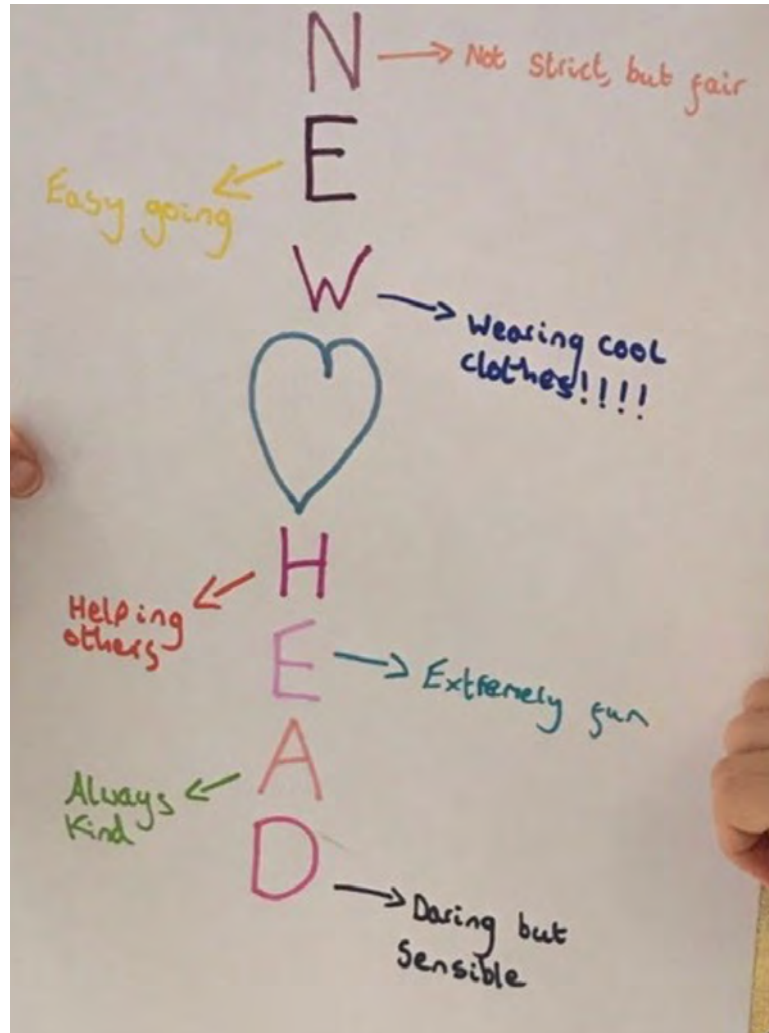
'Looks on the bright side of things.'

'Never gives up.'

Who is ...

'Calm and caring.'

'Adventurous.'



Who will ...

'Listen to teachers and kids.'

'Love every child for who they are.'

'Help kids who missed out on learning because of coronavirus.'

'Come to our classrooms every now and then.'

'Bring in innovative ideas for the school environment.'

'Care for everyone in the school community.'

'I want a footballing headteacher.'

'Keep doing ALL the school plays.'



Our staff

Our staff are talented and caring, dedicated to the children and their families, hard-working and highly professional. They value the collaborative ethos of the school and work well together, sharing good practice.

About Mary & John, our staff say ...

'A positive, collaborative, friendly school and workplace, rooted within the community, with a strong sense of family.'

'A happy and enriching environment for the children.'

'Warm and welcoming.'

'Our children are warm, friendly and engaged in their learning.'

'Happy, buzzy.'

'One big work family!'

'Great team atmosphere within the school where everyone feels valued and welcome.'

'A microcosm of the surrounding local community with a great mixture of diverse cultures, socio-economic backgrounds, ages and genders.'

'There are so many teachers at our school who are always looking to improve their practice and are so keen to help improve the experiences of each and every child.'

'Knowing that the support is available from colleagues makes taking risks, trying out new things and being brave with new ideas possible.'

'I am very proud of being a part of this school which is a place full of positive memories and happy moments.'

'The children are beyond wonderful – kind, fun, happy, with a love of the environment, and love being a part of Mary & John.'

*the school teacher is
the people well telling
them amazing facts*





About their hopes for our new Head, they say ...

'Clarity, high expectations, and genuine kindness would make the ideal combination.'

'Bring a fresh perspective on our school and add to our value.'

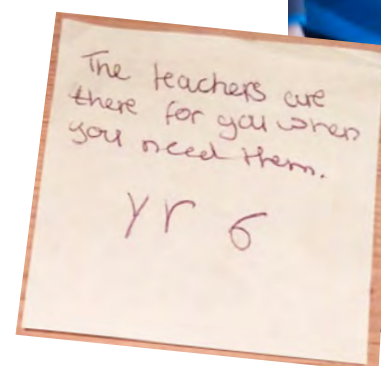
'Ensure that diversity and inclusivity continue to be at the centre of our ethos.'

'Aspirational for all children.'

'A headteacher that helps to ensure consistency in the teaching of maths and English across year groups.'

'Someone who can make difficult decisions with diplomacy.'

'Hands on, but someone who is happy to delegate responsibilities.'



Our parents and carers

The school has excellent support from parents and carers – engaged with their children's learning, volunteering to join or lead on activities in school (music, gardening, art projects, cycling proficiency) and helping out collectively through the PTA.

The PTA organises activities throughout the year including (in a normal year) tea and cake stalls every Friday after school, a ceilidh, model car races for children, and gatherings for coffee before sharing assemblies. All of these are lovely social events, and overall the aim is not just to raise funds but to bond the community and help parents from different circles get to know each other and feel welcome in school. PTA meetings are also a channel for communication between families, staff and governors. The two biggest PTA events annually are the Winter and Summer Fairs, and these and other activities usually raise around £13,000 each year for school projects.



About Mary & John, parents say ...

'The school is hugely supportive and caring.'

'We are extremely happy with the school and in how our child is fully included and thriving, in all aspects of school life.'

'Great atmosphere for children, and culture of curiosity encouraged!'

'Great teaching – empathetic, supportive, encouraging, creative.'

'My kids are really happy.'

'We love the way the school is run and think it gets the right balance between academic focus and emotional/social well-being.'

'Really, really great support from teachers – very much appreciated.'

'The school is fantastic – lots of creativity and inspiring projects, and lots of warmth for the children.'

'This school is nice to everybody.'

About their hopes for our new Head, they say ...

'A compassionate leader able to listen to diverse perspectives.'

'Approachable, dedicated.'

'A good communicator and with drive and enthusiasm to create positive change.'

'Innovative, focus on making the school outstanding.'

'Encouraging children to be their best and find their talents.'

'Raising academic standards, especially in English and maths.'

'Get the balance right between the demands of Ofsted and the children's diverse needs.'

'Forward thinking about outdoors education and sports.'

'Balances academic with social/emotional well-being, community, responsibility, belonging.'

'A modern, enthusiastic approach to creative ideas.'

'Strong ability to communicate with parents, children and teachers as well as all other staff, to create a sense of cohesion and togetherness.'

'Self-reflecting, open to dialogue.'

'Cheerful optimism.'

Comper – our partner school

Our children of Reception age (ages 4–5) are taught at Comper Foundation Stage School, a short walk from our own site at Meadow Lane. These children are on the Mary & John school roll, but responsibility for their education and care, including safeguarding, is fully delegated to Comper, with monitoring by Mary & John staff and governors.



Comper also offers year-round children's day care, and operates as a local authority maintained nursery.

A message from the Head of Comper

Comper is a unique setting in East Oxford focusing entirely on early years provision, celebrating and educating children from ages two to five years old, including the children from St Mary & St John in their Reception year. Our entire focus is on providing a highly child-centred approach to early education, with children's individual needs and interests always as our starting point in their learning journey.

We provide lots of hands-on and real-life experiences, such as vegetable gardening, baking, and looking after chicks, and we are lucky to have a large outdoor area. We help children acquire the skills, knowledge and attitudes they need to make sense of the world around them. We encourage success and help each child to develop independence and confidence in themselves and their interactions with others.

In Reception we maintain our very child-focused approach, providing learning that follows the children's interests while also teaching important early reading, writing and mathematical skills. Alongside short adult-led focus groups to concentrate on specific areas of the curriculum, we work hard to weave specific skills into their play, through careful observation and planning in the moment.

Our aim is to provide high-quality education and care for all children at Comper, and their families. To achieve this we seek to work closely with families, and we have a strong and collaborative working relationship with Mary & John, our partner school.

Catherine King – Headteacher
Comper Foundation Stage School

East Oxford

East Oxford stretches from Magdalen Bridge, near the centre of the city, out along the Cowley and Iffley Roads. On the north-east border is South Park, with year-round views of the dreaming spires, and seasonal festivals, fireworks and sledging. At its heart is the famously diverse and multi-cultural Cowley Road, alive with cultural and community centres, independent shops, cafés, restaurants, ethical enterprises, artists' studios and our parish church, St Mary & St John. Nearby there are mosques, convents, a theological college, a Buddhist centre, and many other churches. The Cowley Road Carnival brings people together each year from these communities and others across Oxfordshire. On the south-west border is the River Thames, with rowing and canoeing out on the water and beautiful walks and cycle paths along its banks, to pubs, boathouses, nature reserves and wild swimming spots.

Mary & John's catchment area runs from the river up to and across the Iffley and Cowley Roads, right through the middle of East Oxford, and the school reflects in its character and outlook the wonderful energy and diversity and the international perspective of this corner of the city.



International

Multi-cultural community **NGOs**
Visiting academics, students
Global connections **Diverse**



Ethical

Social and environmental policy
Charities – local, international
Green entrepreneurs
Grass-roots initiatives **Craftivism**
Sustainable practice **Ethical enterprise**
Community groups
Innovation, research



Natural

Parks, playing fields Allotments
Nature reserves Playgrounds
Rivers Conservation areas
Wildlife watching Water meadows



Cultural

Open-air film events
Carnival Dance workshops
World-class classical music
Artweeks Street parties
Galleries Fireworks
Contemporary acts
Community choirs
Independent cinema
Youth theatre

The wider city

Residents of East Oxford also benefit of course from the unique cultural and academic heritage of the City of Oxford itself, and our school – only a mile from the city centre – makes regular use of the huge variety of museums we are so lucky to have nearby.



St Mary & St John Church, in the Parish of Cowley St John

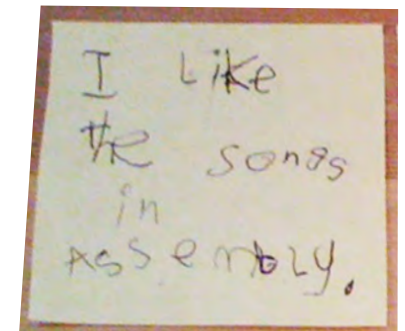
A message from the Parish team

St Mary & St John Church is committed to building local community and to working with all the other faith groups in this part of the city, and people of no faith.

Our service to the community includes our work with the school. Father Philip Ritchie, our Vicar, visits the school each week to lead assemblies, which all the children attend, and also plays a part in

the school's end of term celebrations. Easter and Christmas are celebrated in the church by the whole school, joined by parents and families of many faiths.

We are committed to inclusion in all areas of life and are glad to be a church where all are welcome.



Oxford Diocesan Board of Education

The Oxford Diocesan Board of Education (ODBE) works with local authorities, government and external partners on behalf of the church schools and academies in the Diocese of Oxford and supports and advises on religious education, collective worship, spiritual development, SIAMS and Ofsted inspections, leadership development and school governance. The ODBE team also provides specialist support for building development and legal matters.



MARY & JOHN HEADTEACHER

Job description

Position

Headteacher

Reporting to

Governing Body,
St Mary & St John CE Primary School

Maintaining authority

Oxfordshire County Council

Salary

L17–L23

Contract

Permanent, full-time

Location

St Mary & St John CE Primary School, Oxford

Start date

September 2021

Purpose

To provide professional vision, leadership and management for the school and hold overall accountability, with the governing body, for its strategic direction, standards achieved and the quality of teaching and learning, so as to:

- ensure for every pupil of the school the highest possible quality of education;
- promote excellent standards of achievement and well-being, for pupils and staff;
- take a strategic lead in identifying opportunities for school improvement.

Duties and responsibilities

The professional duties and key areas of responsibility of the Headteacher will be as described in the DfE School Teachers Pay and Conditions Document (2020). It is expected that in fulfilling these requirements the Headteacher will meet the standards set out in the DfE guidance document Headteachers' Standards (2020).

The Headteacher is expected to understand fully the current legal requirements, national and local policies and guidance on safeguarding, and the promotion of well-being of children, to ensure that all these requirements are met.

Shaping the future

- Work with the staff and governing body to set the strategic direction of the school.
- Translate this strategic direction into agreed objectives and operational plans which promote continuing school improvement.
- Lead by example, holding and articulating clear values and moral purpose.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.

Leading teaching and learning

- Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with national legislation and best practice, current educational challenges and future trends.
- Demand high expectations and ambitious standards of attainment and achievement for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure that a high priority is placed on developing the care, personal development and well-being of pupils.
- Ensure excellent teaching in the school, and consistency of high standards in provision in all subjects, including through training and development for staff.
- Foster an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Create and promote strategies for developing equal opportunities and inclusion for all members of the school community.

Culture and community

- Work in partnership with Comper Foundation Stage School to provide high-quality integrated Foundation Stage education and care for Mary & John children in their Reception year within the Comper setting, equality of opportunity for all the children to flourish, and careful transition between the two settings.
- Shape and develop a Christian ethos within the school that is welcoming to individuals of faiths other than Christianity, and those of no faith.
- Provide a safe, calm and well organised environment for all pupils and staff, focused on rigorous safeguarding of pupils and development of exemplary behaviour, with a clear and inclusive approach to behaviour management.
- Promote a collaborative and collegiate culture, encouraging and supporting staff to work together to develop best practice.
- Foster an outward-facing approach, working with other schools and organisations to secure excellent outcomes for all pupils.
- Ensure good home–school communication and encourage parents to be active partners in the work of the school, effectively engaged in supporting their children’s learning and well-being.
- Develop positive and meaningful relationships with the local community.

Systems and processes

- Ensure that the school’s organisation, systems and processes are well considered, efficient and fit for purpose.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work effectively with the governing body and provide governors with the information, objective advice and support they need to carry out their roles and fulfil their responsibilities.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Develop leaders at all levels so that leadership is effectively distributed throughout the school.

Accountability

- Welcome and support the input of the governing body, as appropriate, and work transparently and in collaboration with governors challenging the school, to help them meet their aims of securing school improvement, effective teaching and learning, high standards of pupil outcomes, well managed financial practice and good value for money.
- Present the school’s aims, performance and goals in a manner appropriate to a range of audiences, including governors, pupils, parents, the Local Authority, the Diocese, the local community and Ofsted, to enable them to play their part collaboratively and effectively.
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school’s success.

These duties and responsibilities are indicative and may vary over time. The Headteacher will be expected to undertake other duties and responsibilities relevant and appropriate to the nature, level and scope of this role.

Person specification

Qualifications, knowledge and experience

- E – Qualified Teacher Status
- E – Education to degree level or equivalent
- E – Recent successful leadership experience as a primary school head, deputy head or school improvement lead
- E – Experience of working with KSI/KS2 pupils and staff
- E – Active interest in Early Years education and in working collaboratively with Comper on EYFS provision
- E – Good understanding of high-quality teaching and learning and knowledge of up-to-date pedagogy and research
- E – Experience of implementing an ambitious, broad and balanced curriculum for the 21st century
- E – Good understanding of the SEND Code of Practice
- D – Experience of leadership within a church school
- D – Evidence of relevant continuing professional development

Shaping the future / Leading teaching and learning

- E – Ability to express a clear educational vision for the school, and proven capacity to deliver it
- E – A proven track record of raising standards, aiming for every child to reach their full potential
- E – Commitment to and understanding of fully inclusive practice
- E – Commitment to a 'whole child' philosophy
- E – Ability to think creatively and approach situations and challenges with an open mind
- E – Excellent communication and interpersonal skills, and a consultative approach
- E – Commitment to partnership working, including with Comper, our partner school
- D – Ability to grow and nurture creative teachers within clear and well understood systems and processes
- D – A successful track record of developing the performance of staff



E – Essential D – Desirable

Systems and processes

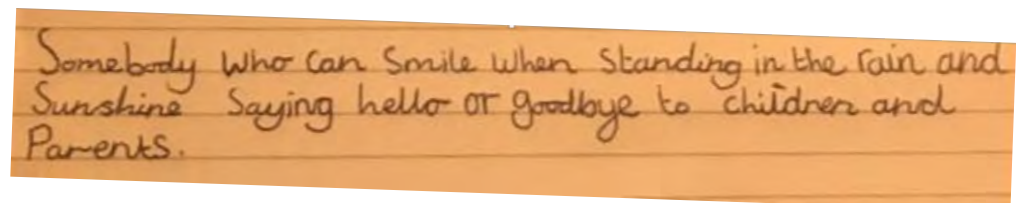
- E – Evidence of active involvement in effective school self-evaluation and development planning
- E – Absolute commitment to and understanding of safeguarding
- E – Evidence of clear commitment to promoting health and safety and the well-being of pupils and staff
- E – Commitment to high standards of behaviour and inclusive behaviour management strategies
- D – Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes

Strengthening community

- E – Ability to build effective relationships with staff, parents and carers, governors and the wider school community
- E – Enthusiasm for working in a diverse community and for celebrating it in the life of the school
- E – Ability to shape and develop a Christian ethos within a diverse and multi-faith community school, serving families of faiths other than Christianity, and those of no faith (being a practising Christian is not a requirement)
- E – Belief in the importance of sustainability and the need to take action towards it

Personal qualities

- E – Genuine passion for educating young children, coupled with the ability and enthusiasm to see every child achieves well and finds their talents
- E – Lead by example and with integrity at all times
- E – Commitment to maintaining and developing the distinctive character of our Church of England school
- E – Visible and approachable, empathetic and enthusiastic about engaging with and inspiring pupils, as well as staff, parents and the wider community
- E – Commitment to equal opportunities, inclusivity and the promotion of diversity
- E – Proactive approach to challenging stereotypes and unconscious bias
- E – Ability to cope well under pressure
- D – A passion for a specific area of the wider curriculum (e.g. art, PE, maths, science, music, languages, the environment)



Somebody who can smile when standing in the rain and
Sunshine. Saying hello or goodbye to children and
Parents.

THE APPLICATION PROCESS

Recruitment pack

This booklet and the application form can be downloaded from the school website (ssmj.oxon.sch.uk).

Visits to school

Please contact us by email (to maryandjohnoxfordhap@gmail.com) if you would like to arrange an informal visit to the school. Visits will be subject to a Covid-19 risk assessment, and measures will be in place to keep you and everyone else as safe as possible.

Applications

Completed application forms should be submitted by email (to maryandjohnoxfordhap@gmail.com). Please complete all parts of the form. CVs will not be accepted.

Shortlisting will be carried out on the basis of how well the requirements of the person specification are met. Please include with your completed application form a supporting statement (no more than two pages long). If you are selected for interview you will be asked to undertake various tasks, also related to elements of the person specification.

Closing date for applications: applications must be received by **15 April 2021, 12.00 midday**.

Shortlisting and references

Candidates will be shortlisted on 15 April and informed by email on 16 April 2021. References will be taken up before the assessment and interview days.

Assessment and interviews

Assessment and interview days: 26–27 April 2021.

We hope we will be able to hold interviews in person and on site (with all necessary precautions, as appropriate), but we are also making preparations in case a blended approach will be needed, including elements of online communication.

You may be required to attend on both days, 26 and 27 April.

We will ask you to bring qualification certificates with you on 26 April.

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All applicants are considered confidentially and according to the nature of the role and information disclosed.

We are committed to equality of opportunity for all staff and applicants.



St Mary & St John CE Primary School
Meadow Lane, Oxford OX4 1TJ

Website ssmj.oxon.sch.uk

Telephone 01865 723841

Email office.3834@ssmj.oxon.sch.uk

Recruitment enquiries and completed applications to
maryandjohnoxfordhap@gmail.com