



## Head Of School—St Mary's CE Primary School Fixed Term / Part Time (Fridays only until 31/08/2024)



# School Information

- ◇ Letter from Executive Headteacher
- ◇ Job Advert
- ◇ Job Description and Person Specification



## Letter from Interim Executive Headteacher

Dear Prospective Applicant,

I became the headteacher at St Mary's in September 2015 and I love the school. It is a truly amazing place to work in, and the fact people stay here for many years is testament to that. Our staff team and children are an absolute joy to work with and they embrace the wide range of opportunities the school has to offer.

Our children are great at learning and the teachers great at teaching. Therefore pupil outcomes are always very good. Children are enthusiastic and engaged in their lessons and there is real depth to the curriculum offered by our school and teachers. Our children also develop impressive personal skills, and are confident and articulate in talking about their learning and their school. In addition to the wonderful learning and friendships at St Mary's, our pupils also tell us about the extra-curricular activities they want in school.

The post is for Fridays only and fixed until the end of this academic year, working alongside the existing Head of School, who works Monday to Thursday. We want the part time Head of School to focus on enhancing the school's Christian ethos and to focus on further improving academic achievement and personal development.

There is so much to offer at St Mary's, but for me the most special time of the week is when we share our acts of worship together. Despite our school's great diversity, our Christian ethos, vision and values are the cornerstones of what and how we do things at our school. In particular, our Christian vision drives the school's activities, policies and school improvement plan, and is part of the lived experience for our children.

When Aristotle suggested that the whole is greater than the sum of the parts, he must have had St Mary's in mind. There is a very special feeling about our school, which transcends beyond merely the activities on offer. Don't take my word for it however, please come and see for yourself. I would love to show you around.

Kind regards,

Stefan Roos

Executive Headteacher

**Our theological  
foundation -**

**Luke 2:52**

**'Jesus grew in  
wisdom and  
stature, and in  
favour with God  
and all people'**

# Advertisement for Head of School

**Required from 1st January 2024 for a part time (Friday only) post, fixed until 31st August 2024.**

**Salary Range: Leadership Scale Outer London: L16-L20**

The Governors of St Mary's School, working in a partnership with another Church of England Primary School, are looking for an experienced and inspiring leader and practitioner with the ability to sustain expert teaching and provision that meets the needs of all pupils, while further enhancing the school's Christian ethos.

The life of the school is underpinned by our Christian Ethos  
and rooted in our Christian Vision

*'Jesus grew in wisdom and stature, and in favour with God and all people'*  
*Luke 2:52*

*St Mary's vision is to become a community where children develop a life-long love of learning, characterised by educational excellence, supportive relationships and Christian values, which enables every child and adult to flourish mentally, physically, spiritually and socially and fulfil their God-given potential, in a welcoming, safe and inclusive Christian environment.*

As an innovative school with strong Christian vision, we want to appoint a Head of School who can work collaboratively with all stakeholders to continue moving the school forward, while we implement our vision to work with other schools.

The post is for Fridays only and fixed until the end of this academic year, working alongside the existing Head of School, who works Monday to Thursday. Although the job description shows all the possible roles the Head of School could be asked to do, the expectation for this post will be proportionate for one day per week. One of the main aims will be to help develop the school's Christian Ethos and vision.

The part time Head of School will have successful leadership experience, coupled with strong interpersonal skills needed to be an effective leader. We want the part time Head of School to focus on enhancing the school's Christian ethos and to focus on further improving academic achievement and personal development.

As Head of School you will be responsible for leading the day-to-day operational function on a Friday, when the Executive Headteacher is also on site. You will report directly to the Executive Headteacher and will work with them to ensure operations are working in line with the School Improvement Plan and compliance requirements.

## Advertisement for Head of School - Continued

Applicants must meet and evidence the following criteria (please also see the Job Description and Person Specification):

- ◆ The drive and experience to embed and enhance the school's strong Christian ethos and provision
- ◆ Relevant teaching qualification with proven experience as a Senior Leader at Deputy Headteacher, Head of School or Headteacher level
- ◆ Have previously held responsibility in a curriculum and pastoral oversight capacity
- ◆ Dynamic leadership skills with previous experience of leading and developing a team
- ◆ Proven experience as an outstanding teacher

The ideal candidates will:

- Demonstrate an aspiring outlook on outcomes for our pupils
- ◆ Possess the ability to motivate, inspire and support our skilled team of staff
- ◆ Have commitment to working collaboratively and in partnership with parents, staff, children, outside agencies and our partner school
- ◆ Have proven experience of impacting positively on pupil progress, raising attainment and developing excellence to ensure the attainment gap is closed.
- ◆ Lead by example and be passionate about constantly driving improvement with flair and imagination
- ◆ Have a good understanding of the SIAMS framework and the implementation thereof.

If you would like to discuss the details of the vacancy further with Stefan Roos, the Executive Headteacher, you are warmly welcomed to do so. Application packs are available from and returnable to the school office via email. This pack will include an application form, so please do not use the Barnet application form or CVs. For application forms and relevant information relating to this position please contact us via email on [jobs@stmarysn3.barnetmail.net](mailto:jobs@stmarysn3.barnetmail.net) or telephone 0208 343 0866. The relevant forms are also attached to this advertisement.

For more information about the school, please visit our website at <http://www.stmarysfinchley.co.uk>

**Closing Date: Friday 3rd November 2023 at 9am**

**Shortlisting: Friday 3rd November 2023 at 12 pm**

**Interviews: Wednesday 8th November 2023 all day**

St Mary's CE Primary School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to an enhanced Disclosure and Barring service check along with other relevant employment checks.

## **Head of School Job Description**

### **Accountability and responsibilities**

This job description forms part of the National Society contract of employment of the person appointed to the post. It reflects the position at the present time only and may be amended at any time, following consultation between the Head of School, the Executive Headteacher and Governing Body and will be reviewed annually.

The Head of School is accountable to the Executive Headteacher and the Governing Board.

To be met in accordance with the provisions of the School Teacher's Pay and Conditions Document and within the range of teachers' duties set out in that document, and the National Standards for Headteachers.

The postholder will be required to take on any other responsibilities as directed by the Executive Headteacher.

### **Responsible for**

The Head of School will provide effective, servant-hearted, operational leadership for St Mary's' School securing success and continuous improvement across the school, ensuring an outstanding education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements. As a Church of England School, the Head of School will be required to uphold the Christian ethos, vision and values within day-to-day working practices and work in genuine partnership with the Executive Headteacher, the Governing Body, the two sponsoring parishes, the London Diocesan Board for Schools, Barnet Local Authority 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.

### **Shaping the Future**

In partnership with the Governing Body and Executive Headteacher, the Head of School will:

- Articulate and communicate a shared vision of what it means to be a church school and translate the vision into clear objectives that promote and sustain school improvement
- Establish and implement a strategic plan, ensuring that learning and resource management are at its centre and that it has a proper respect for the faiths, values and experience of the school and community at large whilst appropriately maintaining the distinctive Church of England foundation of the school
- Inspire and lead the school as a worshipping community
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Monitor and evaluate the effectiveness of the school
- Ensure that the school moves forward to the benefit of the pupils and wider community
- Motivate and inspire stakeholders to create a strong culture of learning within an inclusive environment
- Be responsible for producing regular headteacher reports for the governing body – initially alongside the Executive Headteacher and then individually

## **Leading Learning and Teaching**

It is an expectation of the governors that the post holder will have been regarded as an 'outstanding' teacher over the previous two years (where applicable) based on a range of evidence e.g. observations, quality and progress in pupils' work, achievement data and appraisal

The postholder will:

- Set high expectations and challenging targets for all pupils, monitoring effectiveness and evaluating outcomes
- Lead elements of the school's provision/curriculum for example RSHE, Pupil Premium provision etc.
- Ensure all staff within the school have a consistent and continuous focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community
- Implement the policy of the Governing Body on Collective Worship, providing for the daily act of Collective Worship.
- Implement the policy of the Governing Body on Religious Education, ensuring that Religious Education is viewed as a core subject and given a high priority for all pupils
- Ensure a culture and ethos based on Christian values that supports and facilitates pupil engagement in, and ownership of, their own learning
- Implement strategies to secure high standards of attainment, behaviour and attendance
- Monitor, evaluate and review classroom practise and promote improvement strategies, challenging underperformance and ensuring corrective action and follow-up
- Developing the wider curriculum
- Celebrate the progress and successes of pupils and staff regularly
- Follow and model safeguarding procedures and policy

## **Leading and Managing the Organisation**

- Evaluating the school's performance and setting appropriate school improvement priorities in the School Improvement plan alongside the Executive Headteacher
- Setting appropriate priorities for expenditure, allocating funds and ensuring financial control, in accordance with governing body policies and alongside the Executive Headteacher
- Working with the Executive Headteacher, governors and senior colleagues to recruit, induct and develop high-quality staff in line with safer recruitment guidelines
- Ensuring that all staff are committed to and supportive of the Christian ethos; providing opportunities for the spiritual development and enrichment of staff.
- Be responsible for the performance management of staff and guidance for appraisers
- Managing, deploying and developing staff to secure the quality of education and pupils' achievement
- Challenging inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence or attendance, alongside the Executive Headteacher
- Managing and monitoring the use of resources in order to secure the quality of education and pupils' achievement and provide value for money
- Ensuring best value deployment and use of human, financial and material resources alongside the Executive Headteacher

- Managing accommodation to ensure that it meets the needs of pupils, the curriculum and health and safety regulations alongside the Executive Headteacher
- Regularly evaluating the allocation of roles, responsibilities, finance and resources to ensure these underpin the best possible learning environment and highest standards
- Ensuring that the school community develops an awareness of resource limitations and a sense of responsibility for global sustainability
- Ensure that all staff understand the school's obligations with regard to health and safety

### **Safeguarding**

- Take responsibility for ensuring that all staff understand and follow safeguarding policies
- Ensure that all teaching and support staff are fully inducted in and made aware of the school safeguarding procedure including knowing the names of the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead.
- Be responsible for monitoring that all policies and procedures are followed by all teaching and support staff
- Undertake the role of Designated Safeguarding Lead or ensure that the DSL is given the appropriate resources to carry out the duties of that role effectively

### **Developing Self and Others**

In partnership with the Executive Headteacher, the Head of School enables staff to develop their potential and achieve high standards by:

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture in a manner consistent with the Christian beliefs and values underpinning the school
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities and partnerships
- Ensuring effective planning, coordination, support and evaluation, ensuring clear delegation of tasks and devolution of responsibilities
- Developing and maintaining effective strategies and procedures for the induction, professional development and performance review for all staff ensuring that they are challenged and supported to operate consistently in raising standards throughout the school to retain our 'outstanding' OFSTED and SIAMS (Statutory Inspection of Anglican/Methodist Schools) judgements.
- Developing and maintaining a culture reflecting high expectations for self and for others and addressing underperformance using the relevant process and procedures to do so
- Acting as a role model for the highest professional standards
- Regularly self-evaluating, setting personal targets and taking responsibility for own personal professional development so as to be well equipped to deal with the increasingly complex role of leadership of the school community
- Ensuring both self and others achieve an appropriate work/life balance
- Building effective professional working relationships with all staff so as to motivate them and enable them to carry out their respective roles effectively

## **Securing Accountability**

In partnership with the Executive Headteacher, the Head of School is accountable for the school and its work to a range of stakeholders, particularly pupils, parents, carers, and is accountable legally and contractually to the Governing Body. He/she exercises this accountability by:

- Using school self-evaluation processes, to report on the school's performance and development to inform future school improvement planning alongside the executive headteacher
- Reflecting on personal contribution to school achievements and take account of feedback from others
- Ensuring individual staff accountabilities are clearly defined, understood, nurtured and agreed and are subject to rigorous review and evaluation
- Providing information, advice and support to the governing body in meeting its responsibilities for the effective teaching and learning, standards of achievement, efficiency and value for money
- Ensuring the school is fully prepared for OFSTED and SIAMS inspections
- Keeping parents and pupils informed about the curriculum, attainment and progress and school improvement plans
- Liaising, in the best interests of pupils with support services and other agencies

## **Strengthening Community**

- Create and maintain an effective partnership with parents and carers in the context of their own values and beliefs, to support and improve pupils' achievement and personal development
- Co-operate and work with relevant agencies and partners to ensure the wellbeing and learning of all children
- Ensure learning experiences for pupils are linked and integrated with the wider community, local (especially our two sponsoring parishes and the Diocese of London), national and global
- Build a school culture and curriculum that takes account of the school's Christian foundation and the richness and diversity of the schools' communities
- Create and promote positive strategies for challenging all forms of prejudice and dealing with harassment in a Christian manner
- Promote the concept of lifelong learning and family engagement with learning through partnership
- Contribute to the development of the education system by, in particular, sharing effective practice with schools in the LDBS family of schools, working in partnership with others to promote innovative initiatives.
- Manage effective relationships with all stakeholders and partners



## Head of School Personal Specification

<b>Specification: Essential</b>	<b>Specification: Desirable</b>
<p><b>1. Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of further professional study and personal development relating to school leadership and management and curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• National Professional Qualification for Headship (NPQSH)</li> <li>• Higher degree (e.g. Masters or MBA)</li> </ul>
<p><b>2. Experience</b></p> <ul style="list-style-type: none"> <li>• Effective senior leadership experience involving the Early Years Foundation Stage, Key Stage 1 and Key Stage 2 at Deputy Headteacher, Head of School or Headteacher level.</li> <li>• Experience of successfully leading at least two whole school initiatives, or significant changes</li> <li>• Experience of monitoring and improving teaching and learning for all with measurable outcomes</li> <li>• Experience of successfully leading a team, delegating effectively and implementing and managing change</li> <li>• Experience of reviewing and developing the curriculum to meet the needs of all children resulting in pupil achievement rising significantly</li> <li>• Experience of leading professional development that has had a demonstrable positive impact on the quality of teaching.</li> <li>• Evidence of skills in performance management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of setting, monitoring and managing budgets successfully, achieving excellent value for money</li> <li>• Experience of a positive Ofsted inspection outcome</li> <li>• Substantial experience of exceptional teaching in more than one school</li> <li>• Experience of working in partnership with stakeholders and the wider community to achieve strategic objectives</li> </ul>
<p><b>3. Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Implementing strategic priorities and development plans</li> <li>• Leading change by inspiring and empowering individuals to achieve high performance</li> <li>• The ability to use pupil performance data for effective school self-evaluation</li> <li>• The ability to embed effective processes and systems</li> <li>• Makes well-informed, effective and sometimes difficult decisions for the good of the school and in the best interests of the children</li> <li>• Experience of recruiting, deploying and developing strong staff</li> <li>• Able to work well with others; to delegate responsibility and achieve goals through others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being a Deputy Headteacher or Associate Headteacher</li> <li>• Knowledge of how to optimise the use of school facilities</li> <li>• Experience of managing all aspects of the extended school day</li> </ul>

<p><b>4. Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Up-To-Date knowledge of educational pedagogy and national developments in teaching, learning and assessment</li> <li>• Understands the factors that create barriers to learning and employs effective strategies to overcome them</li> <li>• Has the ability to set and achieve challenging targets for the school, teachers and pupils</li> <li>• Excellent knowledge of the Early Years, Key Stage 1 and Key Stage 2 curriculum, with a commitment to a broad, rich and inspiring curriculum across all Key Stages</li> <li>• Experience of developing positive learning behaviours and working with challenging behaviour</li> <li>• Excellent understanding of working with pupils with a range of SEND</li> </ul>	
<p><b>5. Personal Attributes and Skills</b></p> <ul style="list-style-type: none"> <li>• Can articulate the vision to inspire, motivate, encourage and support staff by creating a culture of aspiration and high expectation</li> <li>• Demonstrates a high standard of interpersonal, communication and presentation skills</li> <li>• Ability to work closely with and motivate staff, parents, governors and other members of the school community to achieve common goals</li> <li>• Has a firm and palpable commitment to developing children's love of learning</li> <li>• Fosters an open and fair culture; is sensitive and manages conflict effectively</li> <li>• Deals effectively with pressure; remains optimistic, persistent and resilient, even under adversity.</li> <li>• Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively</li> <li>• Excellent written and verbal communication skills</li> <li>• Able to think creatively, solve problems and make decisions based on sound judgement</li> <li>• Possesses high expectations and personal integrity</li> <li>• Able to listen and to reflect</li> <li>• Is humble, recognising that leaders cannot do it all themselves and sometimes get things wrong;</li> </ul>	

<p><b>6. Commitment</b></p> <ul style="list-style-type: none"> <li>• Is committed to leading the development of a distinctive Church school ethos based on Christian vision and values</li> <li>• Commitment to leading collective worship</li> <li>• Commitment and drive to move a school forward; to challenge and change</li> <li>• Committed to articulating our Christian ethos, vision and values</li> <li>• Commitment to inclusive leadership and championing the needs of all children; respecting equality and diversity</li> <li>• Commitment to partnership working to secure excellence</li> <li>• Commitment to the highest possible standards in safeguarding; knowledge of safeguarding legislation and best practice</li> <li>• Commitment to the belief that all children have the potential to develop and succeed (and able to make this happen).</li> <li>• Commitment to strengthening the community by engaging with all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Personal commitment to a Christian worldview and way of life through being a role model for the fruits of the Spirit and demonstrating characteristics such as dignity, compassion, forgiveness and reconciliation</li> </ul>
<p><b>7. Other Criteria of Great Importance to this School</b></p> <ul style="list-style-type: none"> <li>• An understanding of the importance of church schools within the context of the life of the Church and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to lead the spiritual development of all the school community</li> <li>• A practising Christian in sympathy with the Anglican foundation of the school</li> <li>• Knowledge and understanding of the roles and responsibilities of senior school leaders and governors in a Voluntary Aided school</li> <li>• Knowledge and experience of SIAMS (Statutory Inspection of Anglican/ Methodist Schools) inspection process</li> </ul>

We define 'practising Christian' as someone who is a faithful and regular communicant member of the Church of England or a church in communion with the Church of England or a faithful and regular worshipper at a church which is a full or associate member of Churches Together in Britain and Ireland, a member of the Evangelical Alliance, a member of the Fellowship of Independent Evangelical Churches, belongs to Affinity or the World Council of Churches and 'faithful and regular worshipper' as someone who has been attending, at least twice a month, at a service of worship for at least 18 months immediately prior to this application.