



St Mary's & St John's CE School



Information for Candidates Principal Appointment

'Everything is possible' (Matthew 19:26)



nurture - inspire - excel



Letter from the Chair



Dear Candidate,

Thank you for your initial interest in the post of Principal of St Mary's and St John's CofE School, a popular and successful all through school.

We have benefitted from strong vision, drive and exceptional leadership through a period of continual change in recent years. As Mr Glenn goes on to pasture new an opportunity has now arisen for a new Principal to build on the successes achieved to date, as well as shape and develop things moving forward , including the development of an exciting and excellent sixth form provision.

SMSJ is a high performing school as testified by its recent 'Good' Ofsted rating and 'Outstanding' SIAMs rating. The school has good attainment and progress in all of its stages.

The Christian ethos of the school is embedded throughout the school through its vision that 'Everything is possible', and is fundamental to both its success and its unique character. Although we are not limiting applications to those with a deep Christian faith, we are looking for candidates who are able to lead on our ethos on behalf of the school community.

SMSJ governors and the senior leadership team have worked with the London Diocesan Board for Schools and LB Barnet to grow SMSJ into an all-through school. In addition strong partnerships with St Marylebone School and local schools have supported SMSJ throughout its journey. We are looking for candidates who are keen to explore partnerships that will continue to support the development of the school and widen opportunities for SMSJ pupils.

The new Principal will have the opportunity to work with a recently expanded SLT team, and a committed staff and Governing Body to shape and develop SMSJ as it completes its journey to becoming a full all through school. We think SMSJ is at a very exciting point in its history. If you are energised by these possibilities, and if you have the passion and ability to grow SMSJ into an outstanding all-through school then we very much look forward to receiving your application.

Satbinder Kooner
Chair of Governors



Shared Vision

‘Everything is possible’ (Matthew 19:26)

St Mary’s and St John’s CE School is a Christian centre of academic excellence. All of the work that we do is founded on our belief that with God, all things are possible. Our work is rooted in Christian values, which we aim to both live and teach. Strengthened by these values, we strive to nurture and inspire young people, enabling them to excel, develop as individuals and members of a community, and be prepared for successful adult life.

SMSJ aims to deliver a breadth and depth of exciting, meaningful, and creative learning experiences. We aim to give our young people the skills, knowledge and love of learning needed to be curious, independent thinkers and responsible citizens in today’s world.

Our foundation:

SMSJ values its long-standing service to the community. Our strong foundation has enabled us to grow into the thriving, multi-faith, high-attaining school we are today, providing excellence in teaching and learning for the children of Hendon and beyond. We welcome young people of all faiths into our school community.

Our Christian ethos:

In everything that we do, we are guided by our vision that ‘Everything is possible’ (Matthew 19:26). We believe that with God, all things are made possible, and therefore to ensure our students achieve their potential and face a future of limitless possibility, we are guided by our motto: **Nurture, Inspire, Excel.**





**“The school’s values of ‘nurture, inspire and excel’
are interwoven into all aspects of school life.” (Ofsted, July 2017)**

Nurture: At SMSJ, we strive to nurture each individual student, valuing and developing their skills and talents.

Inspire: At SMSJ, we seek to inspire each student to become a confident, inquiring young person, who recognises their responsibility to love and care for one another.

Excel: At SMSJ, we aim to develop young people, capable of excelling in life, in whatever path they choose.

Collective Worship:

Collective worship is central to our community. Collective worship takes place on a daily basis within either the classroom or when students are gathered as a year group, phase or whole school. Collective worship focuses on the 'theme of the week'. These themes nurture the spiritual life of our students through a focus on Christian values and concepts as well as creating opportunities for moral, social and cultural development. Worship is led by staff, students and clergy and includes a reflection, prayer and hymn. We have very strong links with our local churches and clergy play an active role in the life of our school and governing body.

Building On Our Success

SMSJ has its roots back as far as 1707, when a parochial school was established at the Sunningfields Road site. 300 years later, St Mary's Infants and St John's Juniors joined together to form SMSJ. Supported by the London Diocesan Board for Schools (LDBS), the school thrived, opened a Nursery class and expanded to a three form intake at Reception.

As a highly successful Primary school, SMSJ enjoyed excellent outcomes and has been oversubscribed for many years. As a result of this success, the London Borough of Barnet asked SMSJ to expand into the Secondary phase.

Together with the support of the highly successful Secondary school, St Marylebone CE School in Central London, SMSJ welcomed its first ever Year 7 cohort in September 2014 at the Middle School site in Sunningfields Road. This redeveloped building, with a light filled atrium study space at its heart, was opened by the Bishop of London, Dr Richard Chartres.

The success of this development has meant that the school has been oversubscribed for the past three years, and as a result the school has grown further to six form entry in the Secondary phase from September 2017.

September 2017 also saw the opening of our new Upper School building, the Stamford Raffles Campus on the Downage in Hendon, a very short walk away from our Middle School site. This new campus was redeveloped by the LDBS in a multimillion pound project, and includes brand new facilities for students in Year 9 and above, including a stunning Sixth Form centre.

All our sites are easy to navigate and have ample outside space.

SMSJ is a Christian School with half of its places nominated as Foundation spaces and half for those of other faiths or no faith. SMSJ is proud of its multi faith intake, as it is this diversity which mirrors the society we live in and promotes such a harmonious community.

“The Principal, who is well supported by senior leaders and governors, has provided a clear sense of purpose and direction.” (Ofsted, July 2017)





Our three sites - modern facilities

Lower School

Our Lower School is located on Prothero Gardens and caters for Nursery to Year 4 pupils. We have 52 places in our Nursery, and parents have a choice of full or half days and a lunchtime club.

Our Reception has 90 places and is staffed by a dedicated Early Years team who have great experience in making sure that the start to school for pupils and parents is smooth.

Lower School pupils have full access to specialist classrooms, a nature area with our own pond, an extensive playground and open space. Our curriculum encourages children to be creative and prepares children rigorously for reading, writing and maths. Home learning is set weekly, and there is a thriving after school programme and a daily breakfast club.

**“The school’s exciting and dynamic environment
inspires all pupils to learn.” (Ofsted, July 2017)**





Middle School

Bennett House operates as our Middle School and is located on Sunningfields Road, NW4. The Bennett House site was completely refurbished, and opened in 2014 to provide superb accommodation for pupils from Year 5 to Year 8.

Our Secondary intake is 180. Pupils benefit from the full range of specialist facilities, including an indoor sports hall, outdoor hard courts, science labs, music and drama studios, food technology, an art room and a computer science suite.

Bennett House is the main administrative hub of the school and the Principal will be based here. One of the exciting opportunities for the new Principal is to continue to lead the development of the curriculum and teaching and learning at Bennett House to make sure that all students fully benefit from the unique opportunities provided by this phase.

Upper School

Our Upper School is located on the Downage and opened in September 2017. Students in Years 9 and above are based at the Upper School site, and this will also accommodate our Sixth Form provision. This multimillion pound project has been completed to the highest standards and there are an impressive range of specialist facilities including a theatre, design and technology rooms, numerous science laboratories as well as large outdoor areas for sport.

Secondary phase staff teach across both the Middle and Upper School sites which allows the pupils to stay based in their respective buildings. This allows for the progression of children through the sites at our all-through school and for age appropriate responsibilities and privileges.

The third floor of the new building at Upper School has been dedicated to housing our Sixth Form centre. This spacious facility includes a kitchen but also an ample separate area for a purposeful and professional study environment. The new Principal will need to lead the development, launch and marketing of a new 6th form during their first year in the role.





Creative Curriculum

We are proud to offer a broad and balanced enriching curriculum for all our students.

“The broad and rich curriculum contributes strongly to pupils’ progress in a range of subjects, including in English and mathematics.” (Ofsted, July 2017)

Pupils in the Lower School study the national curriculum. As a CE school, we place an emphasis on teaching Christianity, along with other world religions; pupils also attend collective worship every day. From Year 3, pupils study Business & Enterprise, as part of the ‘Enabling Enterprise’ programme - one of the only schools in Barnet to do this. All year groups take part in performing arts showcases to develop their self confidence, self esteem and teamwork skills.

In the Middle School, Years 5 and 6 study the national curriculum and work towards SATS. They have specialist staff for PE, Music, Drama and French. They also use the specialist facilities for Sport, Food & Nutrition and Science.

At Key Stage 3, pupils study the national curriculum:

Maths, English, Science, History, Geography, Religious Studies, French or Spanish, Music, Dance, Drama, PE, Computer Science, PSHCEE, Art and Food & Nutrition. Year 7 pupils also study Philosophy and Business & Enterprise.

Pupils choose their GCSE options in Year 9, after an advice and guidance programme throughout Key Stage 3. Pupils are able to study the EBacc and in addition have access to subjects in the Performing Arts, Design & Technology, Languages and Physical Education departments. As a Church of England school, all pupils study GCSE Religious Studies.

We are planning to offer a range of academic qualifications when our Sixth Form provision opens in September 2019 and will naturally build on the curriculum offered lower down the school at Key Stage 3 and 4. Current plans include a range of A level options and 2 new T level qualifications. This will ensure that progression is mapped right the way through our all-through school from Early Years to Key Stage 5.

“The assessment process for Year 9 pupils is particularly noteworthy, as it is preparing the first cohort of pupils to tackle the demands of the GCSE curriculum.” (Ofsted, July 2017)



Performing Arts and Business & Enterprise

Our specialist areas have an increased profile across the school to unlock pupils' potential in creative and engaging ways. There are regular opportunities to perform and create work throughout all year groups: discrete lessons in music, dance and drama, along with a range of extra-curricular groups. Pupils can also opt to learn an instrument or have singing lessons. Scholars have access to additional activities and tuition in the Performing Arts. There are annual school and year group productions as well as seasonal events throughout the year.

Pupils complete enterprise activities across the curriculum as well as in their 'Enabling Enterprise' workshops. There are also numerous careers related trips, visits and information sessions throughout the year for our older pupils. We have developed strong links with business and higher education so that we can help pupils to grow into knowledgeable citizens and make informed life choices about the world of employment, equipped with the skills they need to succeed in the 21st century. We are pleased to offer GCSE Business Studies which is proving a very popular choice with students.

“The business and enterprise programme provides pupils with an inspirational insight into the world of work.” (Ofsted, July 2017)

Scholarships

We offer 18 places to pupils in Year 7 who show potential and aptitude in music (choral or instrumental), dance or drama. Pupils have to opt for one of these specialisms. We are developing high quality choirs and annual productions, and aspire to create our own orchestra.

“The relationship with SMSJ is one of the most fulfilling and collaborative of all our partnerships. The school's ethos of providing equal opportunity for all its pupils and its belief in the transformative power of the arts, has a wonderful effect on the learning of the children.” (English Touring Opera)

“Performing arts education provides opportunities to develop pupils’ self confidence effectively in the secondary phase.” (Ofsted, July 2017)





The Big Picture

At SMSJ, we passionately believe that learning is lifelong and extends beyond the classroom walls.

There are a wide variety of activities and clubs that pupils can take part in across all our three sites. These include:

Primary Phase

creative writing, nature club, choirs, fitness, dance, ballet, tennis, sports, art club, drama club, chess club, gardening club, Burnet news club and many more.

Secondary Phase

cooking club, creative writing, debate club, sports teams (including football, netball, badminton, table tennis and trampolining), art club, choirs, arts award, music technology club, dance company and dance club, homework club, STEAM club, study support and many more.

We expect Secondary phase pupils to take part in at least one extra-curricular activity per week and many pupils will do far more.

Year 9 pupils have the opportunity to apply to complete the prestigious Duke of Edinburgh award.

There are many opportunities for pupils of all ages to participate in educational trips and visits. In the Secondary phase there is an annual Activities Week where students sign-up to a programme of exciting and engaging activities at the end of the summer term. In the past, activities have included:

- A residential visit to France
- A dance residency at 'The Place'
- A week of West End theatre and 'play in a day'
- The restaurant challenge
- Exploring religious buildings and art
- Sports adventure
- And many more!

Pupils have the opportunity during the school year to attend a pilgrimage to Walsingham and we are also looking forward to our first ski trip in April 2018.

“There is a wide range of extra-curricular opportunities and visits which deepen pupils’ outlook and expands their horizons.”
(SIAMS, February 2017)



The SMSJ Team

You will be leading a happy and hard working staff team and you will be joining a supportive school community. Our aim as a school is to provide a nurturing and inspiring environment for all our pupils and staff which enables them to excel.

All of our staff members contribute to this environment through:

- working collaboratively and flexibly
- promoting and supporting the distinctive Christian character of the school
- having a passion for teaching creatively to unlock potential and to inspire young people
- developing each student as a whole person through pastoral and spiritual leadership, so that no pupil is left behind
- being a positive role model, taking responsibility and being pro-active
- benefiting from staff appraisal and high quality, personalised CPD and training

“The school’s vision, ‘Everything is possible’, represents a shared responsibility for individual pupils’ success, staff development and continuing school improvement. ” (Ofsted, July 2017)





Job Description

JOB PURPOSE:

To provide excellent leadership for SMSJ, creating, maintaining and developing the conditions which ensure high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements. As SMSJ is a Church of England school, the Principal will be required to uphold and embed the school's Christian ethos and values within day-to-day working practices.

RESPONSIBLE TO: The Governing Board of SMSJ.

The duties outlined here are linked to those covered by the National Standards of Excellence for Headteachers (DfE 2015) and those covered by the latest School Teachers' Pay and Conditions document which should be read in conjunction with this document.

Other duties include:

Achieving any performance criteria, objectives and targets agreed with, or set by, the school's Governing Board.

ACCOUNTABILITY:

The Principal is legally and contractually accountable to the Governing Board of SMSJ. The Principal will:

Work closely with and provide information, advice and support to the Chair of Governors and Governing Board to enable it to meet its responsibilities.

Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management.

Develop and present an accurate account of the school's performance to a range of audiences including governors, parents and carers, Children's Services, The Local Authority, London Diocesan Board for Schools and Ofsted, to enable them to play their part effectively.

Ensure all legal requirements, including for health and safety, safeguarding, maintenance and financial management are fulfilled

KEY PRIORITIES:

Develop a stable school community in which each individual is valued and enabled to reach their full potential.

Develop the school so that it is outstanding in every respect.

Demonstrate commitment to the distinctive ethos of a church school in a diverse community, building understanding between those of different faiths and beliefs.

Set and maintain high standards and expectations of teaching and learning for all staff. I

inspire and promote a curriculum expanded beyond the confines of traditional academic subjects in order to boost pupil achievement.

Promote proactive involvement of the whole school in the safeguarding of pupils.



Job Description

LEADERSHIP AND ETHOS

The Principal will:

Hold and articulate clear values, focused on providing a world-class education for the pupils they serve

Promote the school's ethos and vision, ensuring, with the governing board, that there is a shared set of values formed by consultation with all stakeholders and embedded into day to day practice

Promote SMSJ's spiritual and aesthetic, Christian ethos and the close relationship with the clergy and parishes of St Mary and Christ Church Hendon and St John West Hendon

Lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection

Establish and implement a strategic plan that inspires and motivates all stakeholders, and reflects the needs of the school and its community

Work with political and financial astuteness, within a clear set of principles centred on the school's vision

Be able to translate local and national policy into the school's context, anticipating local, national and global trends in education

Pursue continuous professional development so as to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally

Forge positive relationships and attitudes towards and between pupils and staff, and with parents, governors, SMSJ and members of the local community

Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes

Establish a culture that supports and facilitates pupil engagement in, and ownership of, their own learning

Provide a safe, calm and well-ordered learning environment for pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

Create an environment within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning

Implement strategies to secure high standards of behaviour and attendance

SYSTEMS, PROCESSES AND RESOURCES

The Principal will:

Assist the governing board to ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

Welcome strong governance and actively support the governing board to understand its role and deliver its functions

Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability



Job Description

In partnership with the governing board, set appropriate priorities for expenditure within a balanced budget and ensure efficient financial and administrative controls are maintained through regular monitoring

Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability

Develop and maintain rigorous, transparent systems for the induction, professional development and performance review for all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice

Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

Regularly evaluate the allocation of roles, responsibilities, finance, and resources across the school sites to ensure that these underpin the best possible learning environments.

LEADING SCHOOL IMPROVEMENT

The Principal will:

Maintain the school's focus on pupils' achievement, using assessment information and benchmarks to monitor progress in every pupil's learning

Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design and monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential, whilst providing financial value

Create an outward-facing school, developing the partnership work with other schools and organisations—in a climate of mutual challenge— to champion best practice and secure excellent achievements for all pupils

Develop effective relationships, and actively engage with fellow professionals and colleagues in other public services, including the local authority and London Diocesan Board for Schools and, where required, teachers' unions, to improve academic and social outcomes for all pupils

Promote positive strategies for challenging prejudice and building community cohesion

SAFEGUARDING AND PROMOTING THE WELFARE OF PUPILS

The Principal will:

Ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored

Work with governors and senior colleagues to recruit, induct and develop high-quality staff within safer recruitment guidelines

Ensure safeguarding policies and procedures are implemented rigorously and reviewed at regular intervals

Ensure that all teaching, support staff and volunteers are fully inducted in school safeguarding procedures

Ensure that the Designated Safeguarding Leader is given the appropriate resources to carry out the duties of the role effectively

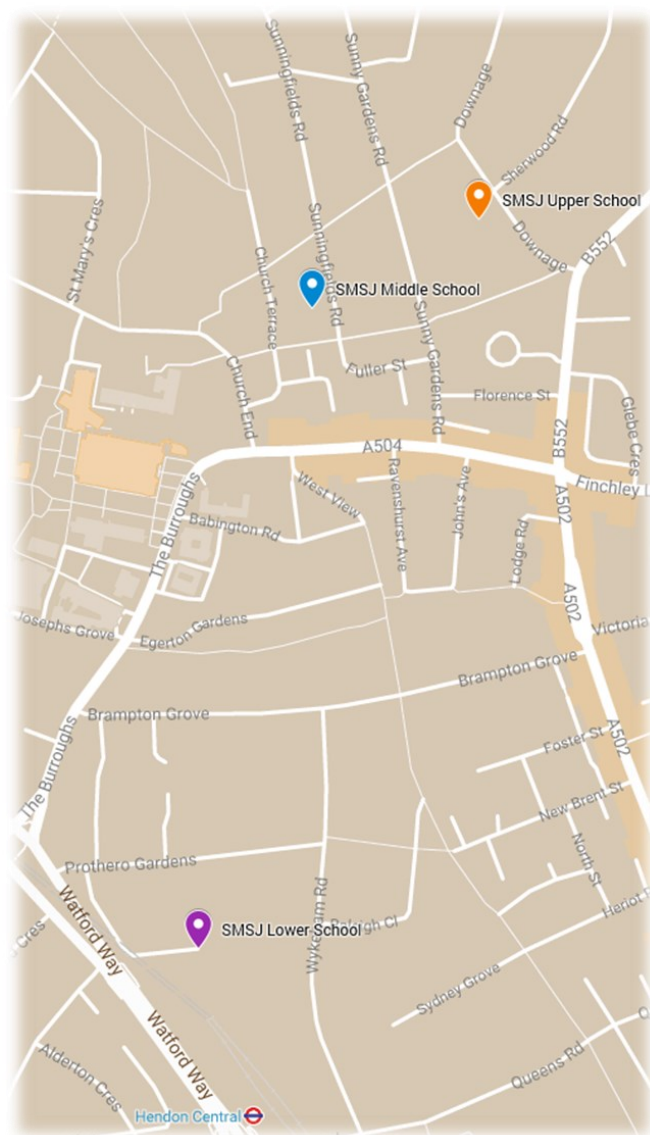


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