

St James CofE Primary School



Believing in ourselves.
Believing in each other.

Through **kindness, wisdom, respect, joy** and **perseverance** we encourage each other to engage with our world and transform our future.





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Assistant Headteacher

Dates: Closing date for applicants is Tuesday 3rd June, 9am. We reserve the right to interview and appoint exceptional candidates prior to the closing date. Please do not delay in submitting your application. Job starts: 1st September 2025

Salary: Leadership scale L4 – L8

Location: Muswell Hill, N10 Haringey

Contract Type: Permanent

St James Primary is a friendly and rewarding place to work, set in beautiful surroundings, moments from Highgate Woods and Muswell Hill Broadway.

We are a one form entry school with nursery provision planned for 2026. We are seeking to appoint an innovative and inspirational Assistant Head to work with the Executive Headteacher and Head of School to shape and deliver our mission, vision and values. This is a great opportunity for a dynamic Senior Leader or existing Assistant Head to join our successful and progressive school.

We are committed to creating and sustaining a diverse and inclusive workforce which represents the wider community. We are aware that those of Black and Minority Ethnic heritage are currently under-represented among our teaching staff, and we particularly encourage applications from those with the relevant skills and experience that will increase this representation.

The school offers:

- committed personal and professional development
- career development opportunities
- a comprehensive employee assistance programme
- the opportunity to work with a vibrant team of dedicated professionals
- well-behaved, determined and enthusiastic pupils
- supportive parents and governing body

We are looking for someone who:

- can play a crucial role in the strategic leadership of our school
- promotes equality and inclusion
- has experience and perspectives that will enrich our conscious inclusion work
- can take responsibility for internal organisation and management of the school
- builds strong relationships with all stakeholders

St James CofE Primary School, Woodside Avenue, London, Borough of Haringey N10 3JA.

Executive Head Teacher: Geraldine Gallagher

Tel: 0208 883 6540. Email: office@stjamesprimaryschool.co.uk www.stjamesprimaryschool.co.uk.



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- has excellent organisational and interpersonal skills
- demonstrates high aspirations for pupils, staff and themselves
- will have direct responsibility for the ethos of our school

Our staff love:

‘Our supportive culture and ethos where we can flourish’

‘Our respectful and inclusive environment’

‘The opportunities for CDP and professional development’

Our pupils love:

‘That you can always be yourself and you always feel welcome here’

‘Friends are easy to make here and it’s good to have someone by your side’

‘Our teachers are kind’

Our wider school community love:

‘The teachers here genuinely care about the children

‘There’s a special, supportive feel to St James Primary’

‘The school is a very happy place’

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We welcome visits and it’s a great opportunity for you to see and experience our school. If you would like to arrange a visit or if you have any questions, please contact us at office@stjamesprimaryschool.co.uk or call us on 0208 883 6540. Please visit the school website: <https://www.stjamesprimaryschool.co.uk/about-us/vacancies-at-our-school> to download your application pack and application form.

St James Primary School is committed to equality of opportunity and commits to having in place policies, practices and procedures that promote equality and diversity and anti-discriminatory practices. Everyone has the right to be treated with dignity and respect and afforded equality of access to opportunities that are available within the working environment.

We reserve the right to interview and appoint exceptional candidates prior to the closing date, please do not delay in submitting your application. References will be requested for shortlisted candidates.

St James Primary is committed to the safeguarding of all our children. In line with the new Keeping Children Safe in Education guidelines, an online search may be conducted as part of our due diligence checks on shortlisted candidates. Successful applicants will be required to undertake an enhanced DBS check as well as other pre-employment checks including online and social media.

www.stjamesprimaryschool.co.uk

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Dear Applicant,

Assistant Head Teacher

Thank you for taking an interest in our advertisement for the above post at St James Primary School. Our school is wonderfully located on the edge of Highgate Woods and is just a short walk from Muswell Hill, which boasts a bustling high street with a wide range of shops, restaurants and other amenities. We are within walking distance of Highgate Underground station and there are excellent travel links to Central London and other outlying areas.

St James is a friendly, inclusive and nurturing school with one form of entry from Reception to Year 6. We deliver a diverse and creative curriculum and are proud of our achievements and academic results which are consistently well above the national average. In 2022, we were rated as 'Good' by OFSTED. Our work is acknowledged and celebrated in many accreditations including PSQM Outreach, Gold UNICEF Rights Respecting and Gold Green Tree Woodland Trust Award. Our practises and ethos ensure there is a real sense of community in which all the staff and children get to know each other really well throughout the school.

St James is a special place to work. Our school motto is 'Believing in ourselves. Believing in each other,' which our staff and children strive to live by each day. Our school council say: *"St James is a welcoming environment where everyone can find friends really quickly. We are a Rights Respecting school where adults and children work together to prevent discrimination."*

You will find all the information you need in the application pack. Visits to the school are warmly welcomed, so please do come and have a look around.

If you would like to visit, or require any further information, please contact our School Business Manager, Penny Kirkley, via office@stjamesprimaryschool.co.uk and she will be happy to help you.

The closing date for applications is Tuesday 3rd June, 9am. We reserve the right to interview and appoint exceptional candidates prior to the closing date. Please do not delay in submitting your application. I look forward to receiving your application.

Yours sincerely

Geraldine Gallagher
Executive Head Teacher



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St James Primary School's Pledge to the Haringey BAME agenda

Children and young people in Haringey attend some of the best schools in the country, with strong outcomes from early years to post-16. However, not all groups share equally in this success and Haringey has the biggest gap in the country between White British and BAME, especially Black Caribbean, attainment for children and young people

Our mission in Haringey is to:

- Achieve outcomes for all children and young people as good as, or better than, anywhere else in the country
- Close the gaps in attainment for our different ethnic groups and disadvantaged pupils
- Tackle related inequalities and negative outcomes such as exclusions, which impact on life chances

St James Primary, along with other Haringey schools, has signed up to a pledge to address Black Caribbean and BAME underachievement. There is no single solution for every school. In addition, schools across Haringey have different contexts and cultures and retain a high degree of autonomy.

As a result, the focus is on:

- Ensuring deep commitment at all levels
- Sharing good practice and making use of resources and interventions
- Transparency and accountability

Schools signing the pledge commit to the following as non-negotiables:

1. Champion for Black Caribbean and BAME on Senior Leadership Team
2. Lead governor for Black Caribbean and BAME achievement
3. School to complete the self - evaluation tool and share the results with governors
4. SLT to set stretching attainment targets, lead 'difficult conversations' and commit to a whole school focus
5. Identify Black Caribbean and BAME achievement in SIP, with regular progress updates and an annual report to governors
6. Staff released to attend and disseminate specific CPD
7. Supporting transition arrangements for vulnerable BAME young people
8. Engage BAME parents' views at school and provide positive parenting support

At St James Primary, our commitment is expressed as an area for whole school focus and we have an action plan which is reviewed and developed each year. This is our conscious inclusion plan.

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St James CofE Primary School N10 Partnership with St Michael's CofE Primary, N6

In September 2021, we formed a partnership whereby Geraldine Gallagher, the Head Teacher of St Michael's Church of England Primary School, assumed the role of Executive Head Teacher of both schools.

Our partnership brings clear benefits to the pupils, staff, and stakeholders of each school.

We are very clear in our intentions to maintain and develop the individual characters, ethos and distinctiveness of each school. Each school retains its own identity and character but the partnership allows us to enhance the experiences for children and staff from each school.

The partnership has secured strong strategic leadership for each school.

Staff expertise is shared and developed across both schools through our professional development community. We have joint Inset days aligned to each school's priority areas for improvement. Inset and training is developed by staff from each school working in partnership. We share a commitment to raise the aspirations of children, staff, parents and governors in each school, in line with each school's vision, mission and values. This can be seen in the professional development programme for all staff and also in shared drives and opportunities for the children e.g. Rights Respecting, competitions and tournaments.

Through sharing opportunities, learning and cultural capital, the quality of education and curriculum provision is developed and enhanced in each school. Strong professional relations and friendships are forged amongst all staff and the Chairs of our respective Governing bodies.

We are developing a flexible working model across the partnership which supports our succession planning and opportunities for career development. New recruits will have the opportunity of working in both schools.

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Assistant Headteacher Job Description & Person Specification

Reporting to Head of School and Executive Head Teacher

Salary: L4- L8

Contract type: Permanent

Main purpose

The Assistant Headteacher will support the Executive Headteacher and Head of School in:

- Communicating the school's vision compellingly and supporting the strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The Assistant Headteacher may also have a timetabled teaching commitment of 50% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Head of School.

Duties and responsibilities

School culture and behaviour

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

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Teaching, curriculum and assessment

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

Additional and special educational needs and disabilities (SEND)

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEND
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Organisational management and school improvement

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

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Staff management and professional development

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Assessment

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data
- Plan and implement interventions for pupils who aren't progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

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St. James CofE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

How to Apply

Please complete the application form with this email and send back to office@stjamesprimaryschool.co.uk

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Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role • Either holds the NASENCO or has a keen interest in completing the qualification
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience [minimum of 8 years' experience] across Key Stages • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationship
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct • Ability to work under pressure and prioritise effectively • Ability to build positive and respectful relationships across the school community • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

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