



CHRIST'S COLLEGE  
FINCHLEY

A photograph of four school children in dark blue uniforms, smiling and standing outdoors. The children are of diverse backgrounds and are wearing dark blue blazers with the school crest on the left breast pocket. They are standing in front of a wooden fence and green foliage.

Recruitment Pack  
Assistant Headteacher  
Teaching and Learning

## ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for education will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of monitoring and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high-performing workforce and staff talent which is evident by the low levels of staff absences and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous, from job satisfaction and career development to professional and lifestyle benefits.

## CAREER, HEALTH AND WEALTH BENEFITS

In choosing to join us at Christ's College Finchley, you will be entitled to a range of benefits, designed to support you. We believe that staff can only discharge their responsibility for pupils if their own wellbeing is strong and therefore we prioritise reducing staff workload and fostering good wellbeing for all staff at CCF.

- Joining a welcoming team - we tend to describe CCF as Christ's College Family - with an environment where staff are encouraged to thrive and where senior leaders focus on strategies to ensure workloads are manageable, there is flexibility where possible and that staff are recognised for the excellent work they do.
- A school where teachers can teach because of strong behaviour systems and a recognition that teachers are the experts and therefore have autonomy, with no fads or 'non-negotiables'.
- A well-planned and personalised CPD programme to ensure we continue to improve year-on-year.
- Teaching staff have access to the Teachers' Pension Scheme with generous employer contributions and support staff are enrolled in the local government pension scheme.
- Annual on-site flu jab for all staff, including those not eligible for a free NHS flu jab.
- Free tea and coffee in our large staff room.
- A range of social events including summer barbeques and winter socials. Cake at Break takes place every Wednesday.
- On-site free parking.
- A scheduled calendar for staff, published in advance, with flexibility for events such as parents' evenings, which take place virtually, and a commitment to remaining under directed time.
- Trained Mental Health First Aiders.
- Eligible staff are entitled to an eye test and a contribution towards corrective glasses where they are required specifically for display screen equipment use.
- Membership of the Schools Advisory Service which provides access for staff to a range of benefits including: GP appointment, counselling, some operations, physiotherapy and menopause support.



*Pupils and students receive a first-class education at Christ's College Finchley (CCF). This is reflected in the excellent examination results at GCSE and A level, as well as pupils' highly positive attitudes to school and respect for others. The bringing together of academic excellence and high expectations for pupils' conduct is what makes CCF so successful.*

OFSTED, FEBRUARY 2025



This is an exciting opportunity to join our school as Assistant Headteacher, leading on Teaching and Learning. At CCF, we never forget that teaching and learning is our core business and we keep it the main thing within our school. If you are passionate about pedagogy and dedicated to improving the already high quality of teaching at CCF, we want to hear from you.

The responsibilities specified in this job description are additional to those covered by the most recent version of the School Teachers Pay and Conditions document. This job description may be amended by the Headteacher, in collaboration with the postholder, to reflect changes in what is required for our school and what is needed by our pupils.

POST TITLE:	Assistant Headteacher (Teaching and Learning)
DEPARTMENT:	Senior Leadership Team
SALARY/GRADE:	Leadership Range 12-16 (Outer London)

## JOB DESCRIPTION

At CCF we believe that there are no limits to what our pupils can achieve and our holistic approach ensures that our pupils not only achieve impressive academic outcomes but also develop as individuals. We are determined that every pupil will be able to reflect on their time at CCF as happy and fulfilling, and having prepared them for their future success.

This role has arisen at an exciting time at CCF. Outcomes for pupils are incredibly strong, with 70% of pupils attaining 9-5 in English and maths in summer 2025, and the school attaining an Attainment 8 score of 58 in summer 2025 and Progress 8 score of 0.7 in summer 2024. This is driven by the excellent teaching and support given to our pupils and we are committed to further developing the high-quality teaching at CCF.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement, as well as the duties set out in the statutory guidance on 'Keeping children safe in education' and 'Working Together to Safeguard Children', at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, or have any concerns about a child's welfare, they must report any concerns to the School's Designated Safeguarding Lead immediately. This JD summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Headteacher in consultation with the post holder.

## KEY OBJECTIVES/ACCOUNTABILITIES

### Teaching and Learning

- Lead the school's strategy for continual improvement of teaching and learning, drawing on research to ensure our approach is evidence-informed, identifying T&L priorities and ensuring they are embedded across the school.
- Lead the school's quality assurance programme to monitor and evaluate the quality of teaching across the school, including organising learning walks, observations, book looks, pupil feedback and external scrutiny.
- Lead the school's CPD programme including planning INSET programmes and the weekly T&L briefing.
- Work closely with the Deputy Headteacher (Curriculum) to ensure T&L priorities align with curriculum development.
- Responsibility for ITT and ECT induction, and programmes for staff training and development.

The postholder will share, with other members of the Senior Leadership Team, the following responsibilities:

- Formulating the aims, objectives and policies of the school and supporting and reflecting our vision of all pupils advancing all the way.
- Reviewing, evaluating, monitoring and quality assuring standards across the school.
- Demonstrating leadership by setting an example in all aspects of school life.
- Setting clear expectations to pupils and staff of high standards of teaching, learning and behaviour.
- Supporting and upholding the school's policies.
- Line management/performance management of colleagues as identified within the school's structure.
- Management of assigned budgets relevant to the postholder's areas of responsibility.
- Sharing senior management supervisory responsibilities as agreed with the Headteacher.
- Contributing to the whole school evaluation and improvement cycle ensuring it is concise, accurate and evaluative and supports school improvement.

### Professional Behaviour

- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and provide a welcoming environment for visitors and telephone callers.
- Be aware of, and comply with, policies and procedures relating to safeguarding, data protection, health and safety.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach.
- Participate in training as required.
- Understand and comply with the Equal Opportunities Policy.

**Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the school.

**General**

All staff are expected to adhere to Christ's College Finchley policies and procedures. The postholder may be asked to perform other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by their line manager or senior leadership team.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

**PERSON SPECIFICATION**

Quality	Essential	Desirable
Qualified Teacher Status (QTS) or equivalent.	X	
A relevant postgraduate qualification (eg. Master's degree, leadership certification) or evidence of further professional development.		X
Strong leadership and management skills with the ability to inspire and motivate staff.	X	
Experience of developing and delivering training to staff.	X	
Demonstrated ability to lead or contribute to school improvement initiatives.	X	
Ability to analyse data and use it to inform decision-making.	X	
Knowledge of best practise in pedagogy and the ability to support and guide teachers / support staff in developing their practice.	X	
Strong interpersonal skills with the ability to build positive relationships with pupils, parents, staff, and external agencies.	X	
High-level communication skills, both written and verbal, with the ability to present information clearly to various stakeholders.	X	
A genuine passion for educational research and the drive to stay up to date with emerging evidence-informed practice.	X	
A commitment to safeguarding and promoting the welfare of children and young people.	X	
A dedication to wellbeing, inclusion, and professional development.	X	

Early applications are encouraged: Christ's College Finchley reserves the right to close the advert before the advertised closing date.

*The school achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 272nd in the country in The Times' Parent Power Best Schools list (2025). Over 38% of all GCSE grades were 9-7 in summer 2025 and 60% of all A-levels were graded at A\*-B.*



## FURTHER INFORMATION

### Compulsory declarations of any convictions, cautions or reprimands, warnings or bindovers

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitations of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

### Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

### References

Referees will be asked about all disciplinary offences which may include those where a penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### Privacy Notice for Job Applicants

This can be found on the school's website.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire, and may be required to undergo a medical examination.



**CHRIST'S COLLEGE**  
FINCHLEY

Christ's College Finchley

East End Road, Finchley, London, N2 0SE (Sat Nav N2 ORZ)

Headteacher: Dr Hill School Secretary: Mrs McMorrow

T: 020 8349 3581 E: info@ccfplus.com W: