



**We are looking for an outstanding and inspirational teacher to join our inclusive, supportive and nurturing one form entry school.**

## **Class Teacher**

Scale MPS 1 – 6,  
ECT applicants are also welcome  
Full time, permanent

to join our team in September 2025

St James Primary is a diverse and inclusive one form entry primary school next to beautiful Highgate Woods in Muswell Hill, London N10.

**Our Executive Head is Geraldine Gallagher**

[www.stjamesprimaryschool.co.uk](http://www.stjamesprimaryschool.co.uk) . [office@stjamesprimaryschool.co.uk](mailto:office@stjamesprimaryschool.co.uk)  
0208 883 6540

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](mailto:office@stjamesprimaryschool.co.uk) [www.stjamesprimaryschool.co.uk](http://www.stjamesprimaryschool.co.uk).

Dear Applicant

**Class 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. In 2022, we were rated as 'Good' by OFSTED. We aim to deliver a diverse and creative curriculum and are proud of our achievements and academic results which are consistently well about the national average. 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 Gold 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](mailto:office@stjamesprimaryschool.co.uk) and she will be happy to help you.

The closing date for applications is Tuesday 3<sup>rd</sup> 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. We look forward to receiving your application.

Yours sincerely,



Geraldine Gallagher  
Executive Head Teacher

## Teacher Job Description (MPS 1-6)

St James 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.

The appointment of a Post-Induction Teacher is subject to Qualified Teacher Status (QTS) and the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (STCPD) and other current and relevant legislation.

This job description may be amended at any time following discussion with the Head Teacher and will be reviewed annually as part of the appraisal process.

**To whom the post holder reports:** Assistant Head Teacher, and the Head of School

### Purpose of the post:

- To fulfil the professional duties set out in the current School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status.
- Meet the expectations of the teacher standards

### Recruitment

This section sets out the core requirements of the post and will be used to recruit to the post.

### Duties and Responsibilities:

#### Teaching and Learning Duties:

- Being fully committed to equal opportunities for all pupils and provide every child with the opportunity to reach their full potential
- Plan and teach well-structured lessons in Year 6, following the school's plans, curriculum and schemes of work
- Create a stimulating, well-organised classroom environment which supports learning and enjoyment
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils including those with SEND
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils

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](mailto:office@stjamesprimaryschool.co.uk) [www.stjamesprimaryschool.co.uk](http://www.stjamesprimaryschool.co.uk).



### Believing in ourselves. Believing in each other

- Demonstrate good subject and curriculum knowledge of the National Curriculum and expectations for Upper Key Stage 2
- Devise and implement targeted interventions that enables children to make accelerated progress in their learning.
- Participate in arrangements for preparing pupils for statutory assessments, including Reception baseline

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and Christian ethos of the school
- Make a positive contribution to the school's conscious inclusion plan and commitment to the Haringey Racial Equity Pledge

### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Promote learners' resilience, independence and cooperation through developing their social, emotional and behavioural skills.

### Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

### Communication

- Communicate effectively with pupils, parents and carers
- Reporting termly to parents to discuss and review children's progress.

### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Take responsibility for the management of other adults in the classroom.
- Participate in staff meetings and INSET training

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](mailto:office@stjamesprimaryschool.co.uk) [www.stjamesprimaryschool.co.uk](http://www.stjamesprimaryschool.co.uk).

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

## Person Specification for Class Teacher M1 – M6

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status and evidence of appropriate training</li> <li>• Honours Degree or equivalent relevant qualification</li> <li>• Successful teaching experience in Upper Key Stage 2</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of planning and assessing for children’s different learning needs, including the planning of interventions for pupils</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of a range of teaching and learning and ability to provide effectively for the individual needs of all children in Year 6</li> <li>• Ability to create an environment where children thrive in the development of the characteristics of effective learning and in their personal development</li> <li>• Knowledge of the requirements of the National curriculum and the skills to plan, prepare and teach sequences of work that lead to excellent and enjoyable learning for all pupils</li> <li>• Knowledge and understanding of processes for monitoring, assessment, recording and reporting pupils’ progress and the impact these activities have on driving effective teaching and learning</li> <li>• Good understanding of effective procedures for managing and promoting positive behaviour among pupils</li> <li>• Ability to deploy support staff effectively to maximise children’s learning</li> <li>• Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Safeguarding Children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>



Believing in ourselves. Believing in each other

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to securing the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• High expectations for all children’s attainment and progress</li><li>• Ability to develop good relationships within a team, making an effective contribution to a positive and productive working environment</li><li>• Good understanding of the role of parents and the community in developing and sustaining a happy, successful school and the skills to make positive links with all stakeholders</li><li>• Ability to engage with and respond to feedback as a constructive process that supports development, taking action to improve own practice</li><li>• Appetite for a challenge and the ability to motivate self and others towards reaching shared goals</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding, equality and inclusion</li></ul>
---------------------------	---

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 that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or Line Manager,

---

### How to Apply

Please complete the application form attached with this email and send back to [office@stjamesprimaryschool.co.uk](mailto:office@stjamesprimaryschool.co.uk)

## **St James Primary School's Pledge to the Haringey Racial Equity Pledge**

Every child and young person in Haringey matters. Every child and young person deserves the best life chances, especially when they face additional barriers due to ethnicity and disadvantage, particularly our Black Caribbean young people. It is everyone's responsibility to make this a reality and build a culture of belonging. St James Primary School has signed the Haringey Racial Equity Pledge and is committed to:

1. A champion on the Senior Leadership Team and a lead Governor for the racial equity pledge
2. Completing a self-evaluation, undertaking a school review and working towards a recognised anti-racism award
3. Leaders setting stretching attainment targets, leading 'difficult conversations' and committing to a whole school focus, especially for Black Caribbean children
4. Identifying racial equity in our School Improvement Plan, with regular progress updates and an annual report to governors
5. Supporting staff and governors to attend and disseminate CPD on racial equity
6. Supporting transition arrangements for vulnerable young people from ethnic minorities
7. Engaging parents' views at school and providing positive parenting support Being an active advocate for racial equity within and beyond Haringey, learning and sharing together

**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 progressed each year. This is our conscious inclusion plan.**



## **St James CE Primary School, N10 Partnership with St Michael's CE 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.