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St John & St James CE Primary School

Application Pack  
Headteacher



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### Equal Opportunities Statement:

Primary Advantage and its schools strive to be diverse and inclusive communities, places where we can ALL be ourselves without prejudice or bias. We welcome applicants from all cultures and backgrounds to reflect the community we serve and we continue to positively advocate for diverse representation.

### Safeguarding Statement:

Everyone in the Primary Advantage Federation and its schools who comes into contact with children and their families has a role to play in safeguarding. School staff are particularly important in safeguarding and promoting the welfare of children as we are in a position to identify concerns early and to provide help for children. Our school staff form part of the wider safeguarding system for children to prevent concerns escalating. We work with the Children and Families Service, the police, health services and other relevant agencies to support and promote the welfare of children and to protect them from harm. We work in line with statutory guidance for schools and colleagues: Keeping Children Safe in Education (2022)

# ST. JOHN & ST. JAMES CE PRIMARY SCHOOL



## Welcome

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at St John & St James CE Primary School. I hope you will find this information a useful introduction to our school.

St John & St James is a one-form entry primary school in the London Borough of Hackney, located very close to Hackney Central station in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds and many different languages are spoken. At St John & St James, every child is encouraged and challenged to achieve their best through an engaging and inclusive curriculum. We want our children to grow in confidence, develop resilience and be reflective learners. We work hard to meet the needs of individual children and secure high standards.

This is an exciting opportunity for an inspirational, highly motivated ambitious and dynamic leader who in partnership with the Executive Principal and the Central Governing Board will continue to build on the school's success. If you share this vision and are committed to providing the best possible learning experiences and outcomes for our children we would like to hear from you.

Please find further details on St John & St James, the type of colleague we are seeking to appoint and details on how to apply for the post within this pack.

**The closing date for this application is: Wednesday 16th November 2022 at 9am.**

**Interviews for shortlisted candidates will take place on Tuesday 29th November 2022 & Thursday 1st December 2022. Please note, you may need to make yourself available for the whole day.**

The start date for this role is April 2023.

We welcome and encourage school visits. Please contact Venessa Williams on 0207 254 1010 or email enquiries to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk).

Please send completed application forms to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

Kind regards,

Sian Davies  
Executive Principal



**Salary: L14 - L21 (£66,114 - £77,011)**

**Application Closing Date: Wednesday 16th November 2022 at 9am.**

**Interview Date: Tuesday 29th November 2022 and Thursday 1st December 2022.**

*Please bear in mind that you may need to make yourself available for the whole day.*

1. Please ensure that you have read the application pack thoroughly. This pack contains the Headteacher competencies we are looking for, alongside the expected duties.
2. Complete the application form; CVs will **not** be accepted. Please ensure your supporting statement addresses the criteria outlined in the Headteacher competencies document. Without these documents, we may be unable to process your application.
3. Should you have any queries about the application process or would like to arrange a visit, please contact Venessa Williams on **02072541010 ext 6**.
4. Completed applications should be sent by email to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

#### **SHORTLISTING**

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

You will need to complete a Self-Declaration form to share any relevant information regarding convictions and allow this to be discussed and considered during the interview. Any information given will be treated in the strictest confidence and managed in line with relevant data protection legislation and guidance.

Shortlisted candidates will be asked to complete tasks and a formal interview. Candidates will be notified of the details of the tasks prior to the interview date.

**Please note that the interview process may take place throughout the day to accommodate for the tasks provided on the day.**

Following the interview, Primary Advantage will contact candidates by **Friday 2nd December 2022** to confirm whether they have been successful or not.

Candidates must ensure that if they are successful at interview, they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

#### **SUCCESSFUL CANDIDATES**

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.



## About Us

St John & St James is an outstanding one-form entry Church of England primary school that admits 30 pupils into each of its classes. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school. Our Christian ethos is embedded across our school community.

At St John & St James, we are passionate about providing the best possible learning experiences and outcomes for our children. We provide a safe and stimulating environment for learning, playing and growing. We are very proud of our children and the people who help them learn.

Our school ethos is based on 'Love your neighbour as yourself'. By treating others how we wish to be treated, we promote a school culture ingrained in mutual respect, understanding and compassion for those around us.

**We learn together** by creating a safe and secure environment, in which every child is accepted and valued for their individuality and is motivated to learn. We use a co-operative approach, which encourages children to support each other with their learning and to do the very best they can, with no learner left behind.

We celebrated our diverse community and **we journey together** towards educational excellence, personal and spiritual fulfilment, underpinned by good physical health and mental well-being.

**We pray together** and prepare our children for their future, by creating a strong set of values, which will enable them to reflect and make positive choices with confidence and strength. We teach our children with confidence and strength. We teach our children the importance of community, both local and global as we reflect on the impact our choices have and the importance of sustainability and growth.

All members of the school community respect and support the Christian vision of the school, which enables us to grow as a community, to show compassion to others and to stand up for justice.

For more information about St John & St James, please visit our website: [www.johnjames.hackney.sch.uk](http://www.johnjames.hackney.sch.uk)

# Working in Partnership

PRIMARY  
ADVANTAGE

SCHOOLS ACHIEVING  
MORE TOGETHER

FEDERATION



## PRIMARY ADVANTAGE FEDERATION

St John and St James CE Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

## WHAT IS OUR APPROACH?

We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually

We believe passionately in improving the life chances for our pupils

We do not tolerate low expectations

We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them

We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity

We recognise the importance of individuality, spontaneity and creativity in developing innovation

## OUR COMMITMENT

- **Every teacher is a good teacher; every school is a good school.** We aim to move incrementally towards excellence in all aspects of our work.
- **All pupils will make good or better progress** and will be properly equipped for the next stage of their schooling.
- **Learning environments** are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**
- **Curriculum provision is bespoke**, broadens horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.
- **Our learning community provides** opportunities for growth for pupils, staff and families.

SCHOOLS ACHIEVING  
MORE TOGETHER...

# School Development Plan

Our priorities for April 22 - April 23 are as follows:

## Strategic Priorities

- To develop high quality oracy skills to support enquiry, critical thinking and social communications across the curriculum
- To further develop pedagogy through high quality professional development to raise attainment of boys in reading
- Further develop writing curriculum to improve teachers' subject knowledge in SPaG, oracy, vocabulary development and progression particularly to support the progression of the lowest 20%
- To develop a reflective school community where there is a notion that all teachers are also learners
- Continue to support staff in deepening subject knowledge of cultural bias, diversity and inclusion
- To increase children's awareness in making positive choices when keeping themselves safe, especially online



## Continuous school improvement priorities

- Disadvantaged pupils in KS2 make accelerated progress from their starting points meaning gaps are closing
- Ensure the progress is maintained for the pupils working at a higher standard in reading and maths
- Strengthen strategies to support the lowest 20% of pupils working across the curriculum to ensure rapid progress is made in reading, writing and maths from their starting points
- To ensure that high standards of provision for disadvantaged and SEND pupils are maintained and that achievement gaps are minimised

# Job Description - Headteacher Competencies

**Job Title:** Headteacher  
**Salary:** L14 - L21 (£66,114 - £77,011) with the opportunity for an uplift for exceptional candidates.

To carry out the professional duties of a Headteacher as described in part seven of the school teachers' pay and conditions document. Candidates must take heed of this information. The assessment process at interview will be looking for the following criteria:

## QUALIFICATIONS AND EXPERIENCE

### ESSENTIAL

- Degree and Qualified Teacher Status
- Successful experience as a Headteacher, Deputy Headteacher or a Head of School
- Recent continual professional development that enables the applicant to succeed in a Headteacher role
- Relevant teaching experience at a primary school level/overiders

### DESIRABLE

- Finance management

## LEADERSHIP AND STRATEGIC DIRECTION

- Ability to work with the governing board to create and develop a clear vision for the future of manage the administrative function of the school
- Capability to lead change, identify areas of improvement and implement in order to maintain outstanding status
- Demonstrate track record of providing inspiration, motivation and strong leadership to all staff and the school community
- To set high expectations for every child and ensure all pupils achieve these standards

## TEACHING, LEARNING AND ASSESSMENT

- A commitment and driving passion for the inclusion of all children in a high-quality education
- Ability to provide pupils with the excitement of a relevant, challenging and creative curriculum that raises standards of education for all
- Evidence of raising standards across a primary school through monitoring, analysing and evaluating the quality of teaching and learning
- Experience of monitoring, analysing and evaluating pupil performance information to help set improvement priorities and raise standards

## STAFF MANAGEMENT AND DEVELOPMENT

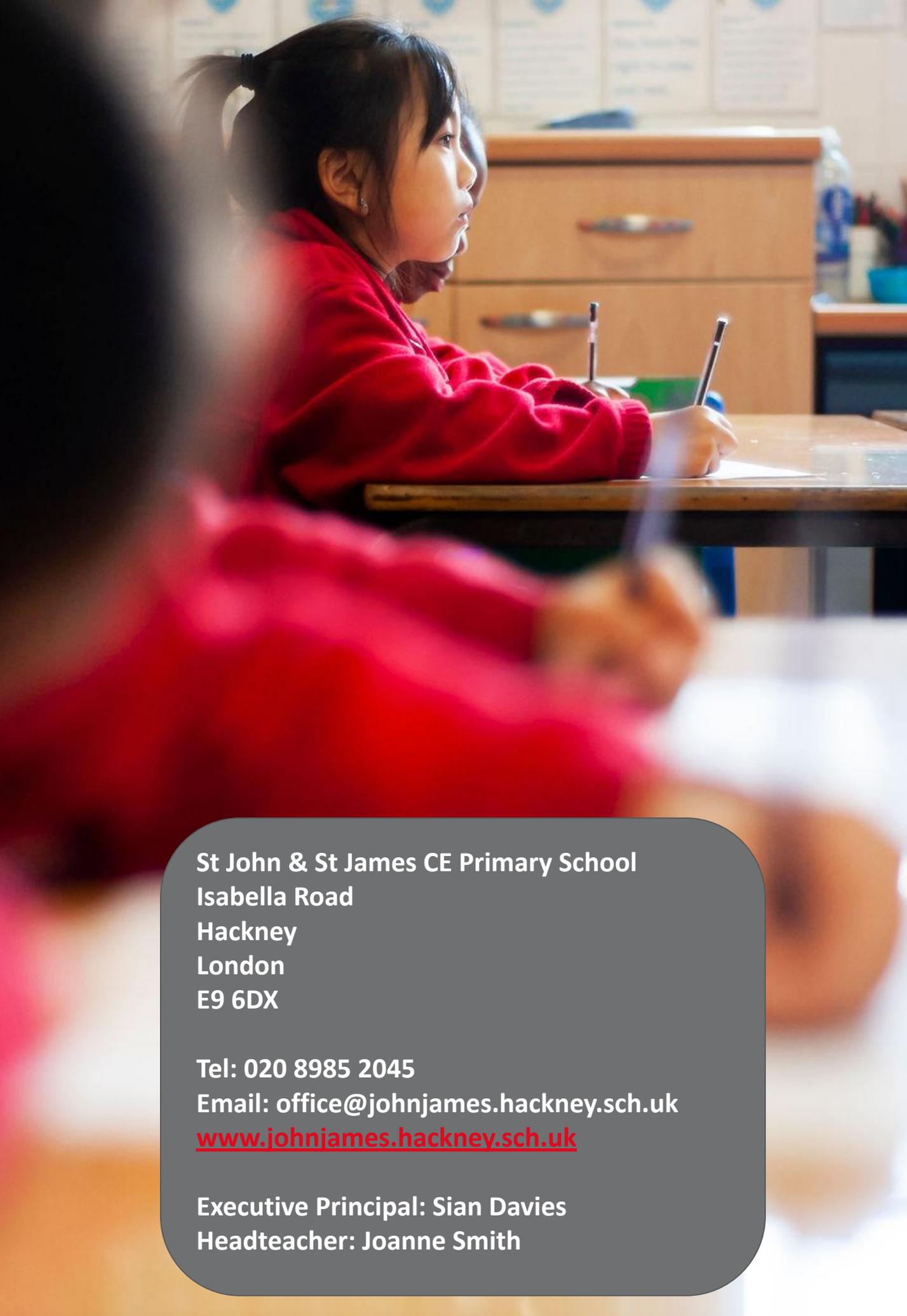
- A leader who can engage and motivate staff in a culture of high expectation
- A leader who holds promoting the relationship between excellent teaching and raising achievement at the heart of their practice
- Experienced in developing and creating opportunities for high quality staff focused on raising achievement
- Ability to engage collaboratively with and respond to challenge from the governing board

## ORGANISATION AND MANAGEMENT OF SYSTEMS AND RESOURCES

- Ability to set, interpret, monitor and manage a budget
- Excellent analytical skills with the ability to prioritise demands and manage financial and human resources to ensure high educational achievement

## PERSONAL ATTRIBUTES

- A confident leader, able to engage and inspire all members of the school community to enhance pupils learning
- Highly professional and demonstrating integrity at all times
- Outstanding communication skills both written and verbal
- Understanding and ability to create and maintain an environment which promotes high standards of behaviour, alongside pupils' moral, social and cultural development



**St John & St James CE Primary School**  
**Isabella Road**  
**Hackney**  
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**[www.johnjames.hackney.sch.uk](http://www.johnjames.hackney.sch.uk)**

**Executive Principal: Sian Davies**

**Headteacher: Joanne Smith**