



St Mary's and St John's CE School

Head of Year

Application deadline: 9.00am Friday 15th May 2026

In Partnership
with Wren
Academies
Trust



Wren
Academy



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Introduction

SMSJ has its roots as far back as 1707, when a parochial school was established at the Sunningfields Road site. Almost 300 years later, St John's Infants and St Mary's Juniors successfully amalgamated, to become a primary school. Our Nursery school then opened in April 2007. Supported by the London Diocesan Board for Schools (LDBS), the school flourished and expanded to a three form entry in the primary phase.

As a result of the success of the primary school, the LDBS in partnership with Barnet Local Authority, expanded into the secondary phase in 2014. The success of this development along with the school's popularity and subsequent over subscription, resulted in further expansion to six forms of entry in September 2017.

September 2017 saw the opening of our Stamford Raffles Campus, housing students from years 9 to 13. This includes new facilities such as our fully equipped theatre and stunning Sixth Form Centre.

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 and backgrounds into our close-knit school community.

Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren School Enfield, a new 11-18 secondary school. The development of a second school has led to further collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The Trust continued to expand with the inclusion of St Mary's and St John's, who joined in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression.

Gavin Smith, CEO

Welcome from the Secondary Co-Principals

Thank you for your interest in this opportunity. This is a pivotal role within the organisation, and we are seeking an individual who demonstrates empathy, insight, initiative, and the confidence to help support the school's continued development. We are a supportive and welcoming team, and we are looking for someone who is passionate and enthusiastic to join us.

The information provided in this pack, along with further details available on our website, should give you a clear understanding of the school. If you would like to learn more, please contact Karen Ryan on 020 8202 0026. We would be delighted to arrange a visit for you to meet our wonderful team and see our classrooms in action.

Finally, thank you for taking on the demanding and time-consuming task of preparing your application for this role. We look forward to meeting you if you are selected for interview.

**Ms Hannah Mason & Ms Alice Thomas
Co-Principals Secondary**



Vision and Ethos

Our Christian vision is drawn from Matthew's gospel which proclaims the Kingdom of God. Jesus teaches his disciples about choice, commitment and Christian hope for transformational change. His wisdom guides us to acknowledge that wealth is not material but that true wealth is gained from working collaboratively for the common good.

A fundamental component of our lives at SMSJ is a confident reassurance that all things are possible. We believe that healing, repair, repentance, forgiveness and reconciliation are always possible. We embrace innovation and transformation with the conviction that with Christ, every day, every task, every situation, every relationship brims with divine possibility. God is always at work in our lives.

We trust in the loving purposes of God: trusting that the foundations of the world are good because they spring from God. Our hope is rooted in the love and faithfulness of God. We strive to equip our students with an awareness of the true value of things together with an understanding of the consequences of our thoughts, words and actions. Christ's sacrificial life and his teaching about love and humility may appear foolish by the world's standards but, in reality, it expresses the Wisdom of God.

We use the Parable of the Good Samaritan as a lens which helps us to further explore the themes of compassion, sacrifice and love and to learn more about the Christian values of wisdom, service and hope.

SMSJ exists to enhance the future life chances and opportunities of our students, whatever their faith or starting point, by providing a centre of educational excellence at the heart of our community. Through hard work, resilience, perseverance and a commitment to our learning, we will create a hope-filled future. Our children will be equipped with the ambition, qualities, qualifications and values necessary to meet the challenges of an ever-changing world, knowing that '...with God, all things are possible'.

'The school is a nurturing environment in which adults and pupils of all ages treat each other with courtesy and respect. Pupils, including those regarded as vulnerable, thrive because they know that they are valued and heard'

SIAMS Inspection Report February 2025



Academic Progress

At St Mary & St John's CE School, we are deeply committed to securing strong progress and maximising the potential of every pupil. Our students consistently achieve results above national averages, making excellent progress across the cohort and frequently exceeding expectations.

This success is underpinned by high-quality teaching, strong relationships and a shared culture of aspiration. For teachers, it reflects a supportive and purposeful environment where professional expertise has a direct and meaningful impact on student outcomes.



At the heart of the school is a powerful, future-focused curriculum designed to enhance the life chances of all learners, regardless of their starting point. Carefully planned, dynamic and responsive, the curriculum equips students with essential knowledge, intellectual confidence and well-developed character.

Teachers play an active role in shaping and refining the curriculum, drawing on subject expertise and innovation, while supporting students' moral, spiritual and personal development.

Joining St Mary & St John's means becoming part of a collaborative community committed to excellence, professional growth and preparing young people for the demands of the 21st century.

Staff Well Being

Year on year we have recruited a talented and committed staff who share the ambition of creating a uniquely successful school. Colleagues are encouraged to innovate and to develop new ways of learning and working together.

SMSJ partnered with Wren Academies Trust in September 2025 and this partnership is already flourishing. Staff are working collaboratively across the schools to ensure the sharing of best practice and to reduce workload.

Benefits of joining SMSJ:

- Two-week October Half Term
- We support flexible working, staff have a half day flexible PPA per fortnight
- In class feedback policy which eliminates retrospective marking
- Curriculum driven assessment rather than exam weeks encouraging staggered assessment marking
- Concise curriculum design and centralised planning and resourcing
- Consistent, whole school commitment to learning systems leading to excellent student behaviour, including silent corridors
- High quality CPD with implementation time to embed training
- Established coaching culture and focus on career progression
- Supportive appraisal policy and no formal observations
- No written school reports
- Paid lunch duties
- Centralised reflections (detentions)
- Colleagues can leave school every Wednesday, Thursday and Friday from 3:15pm (Monday/Tuesday - 4pm finish)
- Nursery wrap around provision for staff members with children at SMSJ, staff are allocated a place for their children (in line with The School's Admissions Policy)
- Access to free counselling and other wellbeing support
- Termly staff social events and tea and cake Fridays
- SMSJ school personalised staff planners
- Car park and off-street parking



Job Description Head of Year

Reporting to Assistant Principal – Pastoral

Job Purpose

- To monitor and track pupil progress for the year group and coordinate intervention where pupils are not making appropriate progress.
- To positively impact on commitment to learning across the school.
- To provide support to PAMs in managing behaviour and act as a home/school liaison which will impact positively on a child's engagement with school.

In carrying out your duties, you are also required to:

- Take responsibility for supporting the school's commitment to safeguarding and promoting the welfare of children in school.
- Ensure that the highest level of confidentiality is maintained at all times.



Key Responsibilities

- Ensure the welfare and safeguarding of students in the year group, liaising with the DSL, Pastoral SLT, SENDCO and external agencies as appropriate.
- Liaise with the wider Pastoral team and the PSHCEE lead to ensure continuity of pastoral care within the school and address any current concerns.
- Monitor and track progress for the year group and organise interventions as required.
- Positively impact on commitment to learning across the school, managing behaviour according to policy, and ensuring disruption free learning in all classrooms.
- Track attendance and punctuality of students in the year group using the attendance tracker, and intervene where necessary.
- Meet regularly with the EWO to address high level attendance concerns.
- Communicate and meet with parents and carers as necessary, including post-exclusion reintegration, and organise parent consultations and information meetings when required.
- Maintain detailed and accurate records and student files.

Key Responsibilities contd.

- Respond to the developmental needs of the year group, leading on priorities such as transition, adolescence, examination preparation, and post-16 progression as appropriate.
- Lead and inspire the PAM team in their role as Pastoral and Academic Mentors.
- Support the teaching and support team with pastoral issues.
- Meet regularly with Student Ambassadors to listen and react to their feedback.
- Analyse and use data on behaviour, attendance, progress, and wellbeing to identify patterns, target interventions, and evaluate impact.
- Organise and lead weekly year group Collective Worship and ensure that it is being effectively delivered by the PAM team on a daily basis.



- Monitor equity and inclusion, ensuring that the progress, attendance, and wellbeing of vulnerable groups (e.g. SEND, PP, EAL, LAC) are effectively tracked and supported.
- Quality assure tutor time, monitoring the consistency and impact of PAM routines, including the effective daily delivery of Collective Worship.
- Communicate with staff about pastoral concerns, ensuring that teachers are informed of issues that may affect learning and classroom practice.
- Work collaboratively with HoDs to provide and lead a strong enrichment offer, including Tuesday sessions, trips, visits, and guest speakers
- Recognise effort and excellence through the Reward system, organising regular celebratory events.
- Monitor and appraise the work of your team, including challenging staff who do not meet expectations.

Teaching

This job description must be read in conjunction with the job description of a Teacher to be fully representative of the requirements of the post.

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To model excellence in learning and teaching
- To provide opportunities for the sharing of good practice, such as peer coaching

Additional duties

- To play a full part in the life of the School community, to support its distinctive vision and ethos and to encourage staff and students to follow this example

Other Specific duties

- To continue professional development as agreed
- To actively engage in the performance review process
- To undertake any other duty as specified by the Co- Principals, not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Promotion of Corporate Values

To ensure that the service provided to children, parents and carers is maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work.



Person Specification – Essential

- Qualified Teacher Status
- Evidence of recent professional development
- Experience of managing behaviour effectively and promoting high standards of conduct
- Proven track record of raising standards and pupil achievement
- Experience contributing to year group initiatives, assemblies and enrichment activities
- Experience using school information systems and analysing student data
- Experience handling sensitive situations with professionalism and confidentiality
- A sound understanding of quality first teaching and adaptive teaching, planning and assessment for learning
- Skilled in monitoring attendance, punctuality and student progress
- Ability to support students with social, emotional and behavioural needs
- Strong understanding of pastoral care, safeguarding and student wellbeing
- Understanding of safeguarding legislation and statutory guidance relevant to schools
- Ability to analyse performance data and report on evaluation
- Ability to communicate confidently and effectively both verbally and in writing
- Experience in deploying strategies for ensuring inclusion, diversity and access
- Able to respond positively to pressure
- Commitment to the Christian vision and values of the school

- Ability to build positive relationships with students, parents/carers, and staff
- Ability to work collaboratively with teaching staff, SEND teams, and external agencies
- Commitment to inclusion, equality, and creating a positive school culture
- Ability and drive to inspire, challenge, influence and motivate others
- A determined commitment to improve the outcomes and life chances of our students
- An ability to maintain professional integrity at all times
- Flexible and Resilient
- Strong time-management skills and ability to prioritise competing demands
- Emotionally intelligent and able to adopt the appropriate leadership style
- Considerate of the wellbeing of staff
- Capacity and willingness to reflect on practice in order to grow and develop as a leader
- Reliable, honest and trustworthy, demonstrating the highest professional standards

Person Specification – Desirable

- A good honours degree or equivalent
- Further professional qualification



How to Apply

Application deadline

Completed application forms must be received by **9.00am** on Friday 15th May 2026, but applications will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please your completed application using MyNewTerm. If you have any questions please email recruitment@smsj.london.

CVs will not be accepted.

Selection process

The selection process may have a combination of tasks, activities, lesson observations and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The school is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.