



# St Mary's and St John's CE School

Secondary HTLA

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
- 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
- Paid lunch duties
- Centralised reflections (detentions)
- 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 Employee Assistant Programme
- Termly staff social events and tea and cake Fridays
- Car park and off-street parking



## Job Description Secondary HTLA

Reporting to  
Director of Inclusion

### Job Purpose

An exciting opportunity has arisen for a highly motivated and dedicated professional to work as part of a welcoming, talented and highly motivated team. At SMSJ we are highly ambitious for every child and during their journey with us we will ensure that they are happy, safe and enjoy their learning.

We are committed to working in collaboration with families to ensure children are always given the most impactful adaptations inside and outside of the classroom. We believe every child is unique and therefore decisions about provision must be strongly influenced by student and parent perspectives.

This position has arisen so the appointed individual can work alongside the Director of Inclusion and SEND Manager to ensure students are given the best provision possible. The appointee will arrange the provision for a small group of students by planning and delivering their learning at specified times across the school week.



### Specific Responsibilities

- To give a small group of students the platform to have a successful secondary school experience, where previously there may have been a barrier
- To implement specific strategies for students in order to allow them the best possible opportunity to maximise their progress.
- To plan high quality lessons and deliver consistently excellent teaching and learning opportunities
- To ensure lessons consistently model best practice, using a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To undertake an appropriate programme of teaching, focussing primarily upon the needs of the individual students and how best to make maximum progress
- To develop appropriate curriculum and teaching strategies to support transition into Key Stage 4 and 5
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students
- To undertake a designated programme of teaching
- To prepare and update materials
- To provide students with feedback as require

## General duties relevant to all members of staff

- All staff should act with professional integrity at all times, following our Code of Conduct
- All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the General Data Protection Regulations. This includes maintaining security of data.

## Flexibility

- The successful candidate may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager or Principal.

## Safeguarding

- SMSJ is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.
- All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures.
- Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).

## Promotion of Corporate Values

- To ensure that our stakeholders are supported to the agreed standards according to the school's Christian values
- To ensure that a high level of confidentiality is maintained in all aspects of work
- To uphold and actively support the School's policies and procedures on the safeguarding of young people



## Person Specification – Essential

- Evidence of recent continued professional development
- Experience of teaching pupils with a variety of SEND
- Knowledge and understanding of how children learn
- A sound grasp of the concept of inclusive practice
- A good knowledge of the SEND Code of Practice 2014
- Working knowledge of Microsoft Word, Excel, PowerPoint
- Knowledge of issues relating to equal opportunities
- Be able to support the delivery of school ethos and policies
- Excellent written and oral communication skills
- Self-starter, work on own initiative, strong organisational skills \* I/R
- Ability to establish priorities, manage conflicting priorities and to meet agreed targets and deadlines
- Well-developed interpersonal skills
- Ability to communicate effectively and to build positive relationships with all stakeholders
- Integrity, sound professional judgement, ability to maintain confidentiality and loyalty
- Clear commitment to the team approach; able to exchange ideas and provide support for colleagues
- Ability to check and meticulously manage school data
- Demonstrate an attention to detail and an ability to stick at routine tasks
- Willingness to carry out duties beyond the job description when occasion demands
- Willingness to participate in relevant training and development

- Enthusiastic, hardworking and assertive
- A deeply held conviction that schools should be inclusive and pupils with SEND should receive as broad and balanced a curriculum as possible
- Able to work closely with the wider school community in the development of provision for students with SEND

## Person Specification – Desirable

- A good honours degree or equivalent
- Experience of working closely with parents in successful home-school partnerships that support students' needs
- Knowledge of and commitment to school policies including Safeguarding, Health and Safety and Equal Opportunities
- Good understanding of issues facing schools and the administrative provision they necessitate
- Working knowledge of SIMS/ClassCharts
- Commitment to team-work and responsive organisation of work, particularly working closely with learning support assistants



## How to Apply

### Application deadline

Completed application forms must be received by **9.00am** on **Friday 15<sup>th</sup> 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](mailto: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.