



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

North Road, Highgate  
London N6 4BG

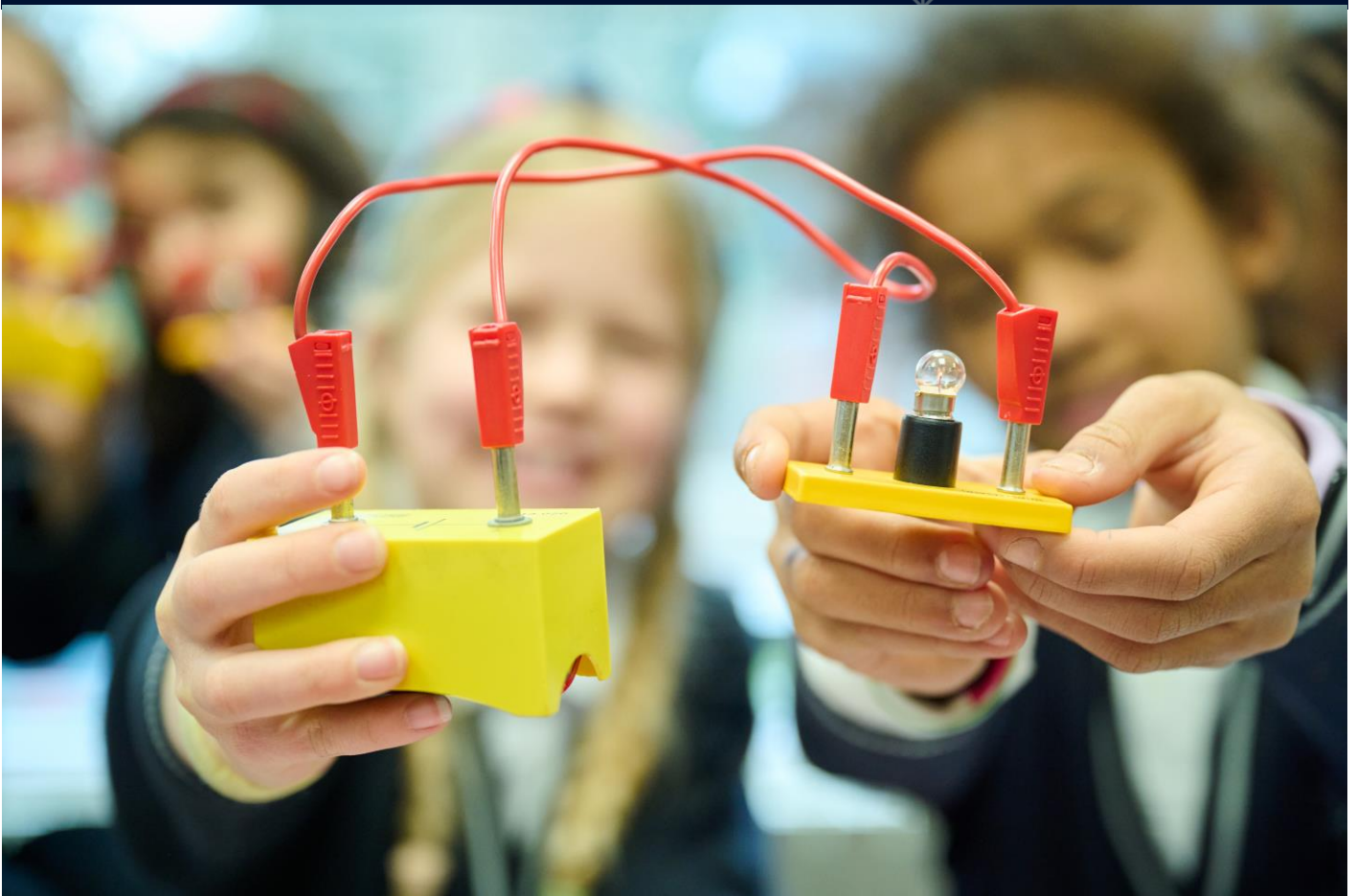
Executive Head: Geraldine Gallagher  
Head of School: Sinead O'Brien



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

Deputy Headteacher  
Application Pack

Geraldine Gallagher  
Executive Headteacher





Dear Applicant,

## Deputy Headteacher

Thank you for taking an interest in our advertisement for the above post at St Michael's C of E School. The school is set in beautiful grounds in Highgate. It is near to the underground station and a variety of shops, restaurants and other amenities. There are excellent transport links to Central London and to outlying areas.

The school has a Nursery and is two form entry from Reception to Year 6. Our practices and ethos ensure that there is a real sense of community where pupils and staff know each other well and the children make excellent progress. We aim to deliver a diverse and creative curriculum and are proud of our achievements and academic results which are consistently well above the national average.

We are currently recruiting a new Deputy Headteacher to support our Head of School and Executive Head. We are looking for an enthusiastic, professional leader who emulates the values of our school in their teaching, leadership and relationships.

St Michael's is a very special place to work.

Head of School:



*I'm now in my second year as Head of School at St Michael's and have thoroughly enjoyed my time so far! Before joining the team here, I worked as Deputy Head and SENCo at a local school in Haringey, and I also spent a long time as a class teacher in Barnet schools. These experiences gave me a solid foundation in leadership, developing curriculum, and supporting students with a wide range of needs. They've helped shape the way I lead at St Michael's, where my goal is to create a warm, inclusive, and empowering environment for all our pupils. At St Michael's, we're dedicated to ensuring that every child has the opportunity to thrive, not just academically but personally as well. Our supportive and welcoming environment makes it a pleasure to work with our incredible pupils, staff, and families.*



*I have worked at St Michael's Primary school for nearly 6 years. I started as an LSA, then was able to start my training as a teacher here and have now taught KS1 for nearly 4 years. I chose St Michael's Primary school to train and start my teaching career as the vision and values fit within my own ethos. The school has helped me progress and has supported me throughout my teaching career. The reason why I would recommend it to other teachers is because of the school's commitment that every child matters and the acknowledgement that every staff member is key for the success of the pupils. I would highly recommend any teacher to work here whether you are experienced or have just started your teaching journey.*



*I was fortunate enough to join the school for my second placement as part of my teacher training program. The level of teaching at the school and the support I have received as both a trainee and prior to that as an HLTA has been exceptional. I chose to continue my teaching journey at St. Michael's as I witnessed the school's mission to "nurture and inspire" being truly lived and implemented daily throughout the school and its wonderful community of parents and carers. St Michael's has managed to create a high standard, caring and enjoyable environment where every member of staff has the success and well-being of the children at heart. I would highly recommend considering a teaching position with the school.*

We would love for you to come and visit us. If you require any further information or would like to arrange a visit please contact us at [jobs@stmichaelsn6.com](mailto:jobs@stmichaelsn6.com).

The closing date for applications is Tuesday 11<sup>th</sup> February 2024.

I look forward to receiving your application.

Yours sincerely,

Geraldine Gallagher  
**Executive Headteacher**



## VISION, MISSION & VALUES

We place great importance on all of our school community understanding and living by our vision, mission and values.

### Our vision

"We believe our children's future is created every day. Every moment counts."

Is brought to life through **our mission**:

'To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be.'

and underpinned by **our values**:

Endurance | Forgiveness | Koinonia\* | Creation | Friendship

These values are the standards that drive our decisions and actions.

\* Koinonia is the Christian idea of fellowship and unity.



## **St Michael's C of E Primary N6 partnership with St James C of E Primary School N10**

In September 2021 we formed a partnership whereby Geraldine Gallagher the Headteacher of St. Michael's Church of England Primary School, assumed the role of Executive Headteacher 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.



## **St. Michael's Pledge to the Haringey BAME agenda**

Children and young people in Haringey attend some of the best schools in the country, with strong outcomes from early years to post-16.

However, not all groups share equally in this success and Haringey has the biggest gap in the country between White British and BAME, especially Black Caribbean, attainment for children and young people

Our mission in Haringey is to:

- Achieve outcomes for all children and young people as good as, or better than, anywhere else in the country
- Close the gaps in attainment for our different ethnic groups and disadvantaged pupils
- Tackle related inequalities and negative outcomes such as exclusions, which impact on life chances

St Michael's along with other Haringey schools has signed up to a pledge to address Black Caribbean and BAME underachievement.

There is no single solution for every school. In addition, schools across Haringey have different contexts and cultures and retain a high degree of autonomy. As a result, the focus is on:

- Ensuring deep commitment at all levels
- Sharing good practice and making use of resources and interventions
- Transparency and accountability

Schools signing the pledge commit to the following as non-negotiables

1. Champion for Black Caribbean and BAME on Senior Leadership Team
2. Lead governor for Black Caribbean and BAME achievement
3. School to complete the self - evaluation tool and share the results with governors
4. SLT to set stretching attainment targets, lead 'difficult conversations' and commit to a whole school focus
5. Identify Black Caribbean and BAME achievement in SIP, with regular progress updates and an annual report to governors
6. Staff released to attend and disseminate specific CPD
7. Supporting transition arrangements for vulnerable BAME young people
8. Engage BAME parents' views at school and provide positive parenting support

At St. Michael's 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.



## Deputy Headteacher Job description

**Reporting to:** Head of School and Executive Headteacher

**Grade: L8-L12**

### Main purpose of the job:

The deputy headteacher, under the direction of the head of school, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- If the head of school is absent, the deputy headteacher will deputise, as directed by the governing board.
- The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).
- The deputy headteacher will be an ambassador for the school and will promote and raise its profile in the wider community.
- Ensuring pupils receive a high-quality education

### Key responsibilities:

#### School culture and behaviour

Under the direction of the head of school, the deputy headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

#### Teaching, curriculum and assessment

Under the direction of the head of school, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence



- › Ensure teaching is underpinned by subject expertise
- › Effectively use formative assessment to inform strategy and decisions
- › Ensure the teaching of a broad, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- › Lead and/or coordinate the implementation of school wide initiatives, projects or programmes aimed at improving pupil outcomes

### **Additional and special educational needs (SEN) and disabilities**

Under the direction of the head of school, the deputy headteacher will:

- › Oversee SEND provision to ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the [SEND code of practice](#).

### **Organisational management and school improvement**

Under the direction of the head of school, the deputy headteacher will:

- › Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Manage staff with due attention to workload
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Allocate financial resources appropriately, efficiently and effectively
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented

### **Professional development**

Under the direction of the head of school, the deputy headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet needs
- › Support the induction, mentoring and professional development of new staff





## **Governance, accountability and working in partnership**

Under the direction of the head of school, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## **Specific duties**

The deputy head will:

- Be a designated Safeguarding Lead
- In collaboration with the Head of School and Governors, work to enhance the school's engagement with families and the local community
- Lead on collective worship

## **Health and Safety**

- The deputy will have a good understanding of Health and Safety regulations
- Will have experience of producing specific risk assessments

## **Partnership**

The deputy head will:

- Develop and encourage an effective partnership with the community of St James and St Michael's Schools drawing upon the strengths and expertise of both groups of staff, sharing information and ideas and working collaboratively
- Encourage inter-school links and events of mutual benefit to St James and St Michael's children

## **Other**

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 deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience preferably of all key stages</li> <li>• A minimum of 10 years' experience in primary education</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development, including staff appraisal</li> <li>• Experience of data analysis to secure pupil outcomes and to identify gaps</li> <li>• Experience of implementing and monitoring behavior management systems, including Restorative Justice</li> <li>• Experience of leading and/or coordinating the implementation of school wide initiatives, projects or programmes aimed at improving pupil outcomes</li> <li>• Difficult conversation training or equivalent</li> <li>• Recent DSL experience</li> <li>• Experience of producing risk assessments to ensure health and safety of all stakeholders</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Have knowledge of current educational trends in Primary Education</li> </ul>



**Personal qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Problem-solving abilities
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

St. Michael's C of E 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.

**How to apply**

Please complete the application form attached with this email and send back to [jobs@stmichaelsn6.com](mailto:jobs@stmichaelsn6.com)