St. Michael's Catholic High School

High Elms Lane, Garston, Watford, Herts. WD25 0SS

Tel: 01923 673760 Fax: 01923 680511

Headteacher: Mr Edward Conway

November 2017

ASSISTANT HEADTEACHER (DATA MANAGEMENT, STANDARDS & INTERVENTION)

Thank you for expressing an interest in the post of Assistant Headteacher at St Michael's Catholic High School.

We have included in this application pack a range of information to assist you with your application and provide an overview of both the school and what we consider will be required of an Assistant Headteacher at St Michael's.

Also included is a copy of the School Mission Statement which is the basis and inspiration for all our subsequent decision-making and planning. Everything we do in the school is monitored, evaluated and reviewed in the context of the Mission Statement and from the statement you will be able to sense the school's spirit and our vision for the school and students. The Mission Statement is lived out dynamically by every member of the school community, but particularly by the Headteacher, Senior Leadership Team and Governing Board.

Our most recent inspection reports; Ofsted (November 2014) and Section 48 (May 2013), confirming St. Michael's as an 'Outstanding' school can be downloaded from our school website.

The enclosed person specification and job description will provide you with an outline of what the position of Assistant Headteacher, (Data Management, Standards and Intervention) entails and the various skills, experience and knowledge we would hope you possess for this role. We are looking for candidates who can show evidence of a proven track record in senior or middle management, who can learn quickly and adapt to the new and exciting challenges that this post will offer. **Please use the enclosed person specification and job description as a basis for your letter of application to accompany your completed application form** *(you should aim to complete this within three sides of A4 using size 12 font).* We are enthused about this appointment and look forward to reading your application.

The deadline for submission of applications is midday on Friday 24 November 2017. Shortlisting will take place on the evening of Friday 24 November 2017. Interviews will be held on Monday 4 and Thursday 7 December 2017. Should you require any further clarification regarding this role please contact my Personal Assistant, Ms Viki Baker or visit us at our website http://www.stmichaelscatholichighschool.co.uk/

Thank you again for your interest in St. Michael's Catholic High School and we wish you every success with your application.

Yours sincerely,

Mr E Conway

Mr E Conway
HEADTEACHER