**Assistant Headteacher KS5**

**SENDCO, Careers, Data Protection and Freedom of Information**

This additional information is intended to help prospective applicants gain an insight into the advertised position and in particular the whole-school responsibilities it entails.

**Rationale:**

This post is being advertised as a result of a long standing member of staff stepping down for retirement. This is a unique position in a very individual school, staff are a tight knit community who have supported each other well throughout this difficult period of pandemic. The school has long been focused upon the wellbeing of students and staff and this resulted in gaining the Wellbeing award last September and ongoing initiatives to support staff and students through this difficult time.

**The Sixth Form**

This is a leadership position with focus upon running all aspects of the Sixth Form. The Sixth Form at St. Michael’s comprises about 80 girls who have progressed from Year 11 each year who are joined by a further 60 or so boys and girls from other schools. The different groups of students soon integrate and form one, cohesive student body. The students of St Michael’s are aspirational, many apply to Oxford or Cambridge, Medicine, and Russell group universities. The Sixth Form are an integral part of the wider student body with many leading clubs for younger students. They complete a ‘Year of Service’ and have a leadership group of Head Girl/Boy and deputies. There is a very collaborative attitude within the Sixth Form where students are given opportunities to lead in whole school assemblies, undertake charitable work and promote initiatives across the school. They are well respected by younger students and staff. The Head of Sixth Form role requires organisation, enthusiasm and high expectation for these highly capable students.

**SENDCO**

Part of this role is to act as the school’s SENDCO. In St. Michael’s, there is a very low number of students with an EHC plan (currently there are two) although a slightly larger number have conditions such as dyslexia. All students are high functioning academically and therefore need the support to enable them to reach their potential. The successful candidate will be willing to work towards the SENDCO qualification if not already held, support with this training will be provided.

**Careers**

As Head of Sixth form, careers is already a large part of the focus. The school has just purchased the software ‘Unifrog’ and will be rolling it out over the next year. We have an independent careers adviser who attends school every Wednesday to have interviews with Yr 11 and 12. This role involves oversight of Careers across the school – although the exact implementation is the provision of the separate Key Stage Leaders.

**Freedom of Information and Data Protection**

We have a very low request rate for Freedom of Information, and the successful candidate will be willing to undertake training to understand this and Data Protection.