

MARCH 2026

Dear Candidate,

ASSISTANT HEADTEACHER

We are delighted that you have shown an interest in the post of Assistant Headteacher at St Michael's Catholic High School.

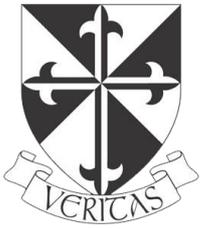
This is an exciting time in the history of St Michael's. After 16 years of superb leadership, Ed Conway announced that he will be retiring from Headship in August 2026. I was deeply humbled to be appointed by the Governors and Trustees as the next Headteacher, having served as Deputy Headteacher since May 2022. I have a long history with St Michael's, having started my career here in 1998 and progressing to the posit of Assistant Headteacher, before leaving to work as Deputy Headteacher in Enfield from 2016 until 2022, when I 'returned home'. I have a deep understanding of what makes St Michael's a truly unique and special community, and a clear vision for where the school needs to develop. I have also been in the fortunate position to appoint a new Deputy Headteacher in charge of Curriculum - Ms Marie Parry will be joining us from Rickmansworth School in September 2026. Marie comes with an excellent track record of success in improving outcomes, and we look forward to the ideas and energy she will bring to our community.

With new Leadership in place, we are now looking to appoint a dynamic and innovative Assistant Headteacher who will bring our Senior Leadership Team up to capacity in join us in our mission to ensure St Michael's is a truly inclusive school with exceptional outcomes. Included in this pack is a range of information to assist you in your application. It will also give you some idea about both the school and what we consider will be required of a Assistant Headteacher at St Michael's.

Our most recent Ofsted Report (February 2025) stated that we are 'outstanding' in four out of five areas of school life, and very strong but not yet outstanding in the fifth. Making improvements in this area will be a key priority for the successful candidate. Our CSI report from November 2024 confirmed St Michael's as an 'outstanding Catholic School' in all areas. Both reports can be downloaded from our website. We also include a copy of the school Mission Statement that is the basis and inspiration for all of our planning and decision-making. You will be able to sense the school's spirit and our vision from this Mission Statement. It is important that you digest the aims that are articulated in the Mission Statement and that you transmit enthusiastically your support of it and commitment to its implementation. It must be lived out dynamically by every member of the school community, but particularly by the Headteacher, Senior Leadership Team and Governors. St Michael's is also on an exciting journey in the development of Teaching and Learning, and all of our staff engage in regular reflection, discussion and coaching as a means to develop our pedagogy and practice.

The enclosed Person Specification and Job Description will provide you with an overview of what the position entails. This information will give you an idea of the various skills, experience and knowledge we would expect the successful candidate to possess. **Please use this Person Specification as the basis for your application.** Explain how your personal qualifications, competencies, experience and

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St. Michael's Catholic High School

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

Tel: 01923 673760

Headteacher: Mr Edward Conway

DoWAT

The Diocese of Westminster Academy Trust

knowledge fit the criteria, as well as the impact of strategies you have implemented in your current role. We want someone who can learn quickly and adapt to the challenges that this post will offer.

I am excited about this appointment and look forward to reading your application. I would strongly encourage you to visit our community prior to making an application. To do so, please contact Viki Baker at baker.v@stmichaelscatholichighschool.co.uk to arrange this.

The deadline for applications is midday on Friday 24th April 2026. Shortlisting will take place w/c Monday 27th April 2026, with interviews taking place w/c Monday 4th May.

If you need any further clarification please contact Viki Baker at the above address.

Thank you for your interest in this post and, should you apply, we wish you every success for your application.

Yours sincerely,

Mr I Petrie
Deputy Headteacher
(HEADTEACHER DESIGNATE)

Website: www.stmichaelscatholichighschool.co.uk
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