



Didcot Girls' School
Committed to Excellence

Job Description: Deputy Headteacher, Standards and Culture with whole school overview of Behaviour & Attendance

Responsible to: Headteacher

Job Purpose:

To overview student wellbeing, high levels of attendance and excellent behaviour across the main school (years 7-11) with day-to-day oversight of the leadership of two year groups.

To secure ongoing development and improvement of pastoral structures and systems to ensure they are consistently and effectively used to maintain high standards across the school.

To take the role of Designated Safeguarding Lead, responsible for safeguarding across the school and ensuring a culture of safety and vigilance.

To think creatively and strategically to ensure that new developments are well considered and implemented effectively for all involved, with due regard to staff workload.

To lead on the coordination of multi-agency support alongside internal systems and structures in order to promote inclusion of all students, with particular focus on the most vulnerable.

Remuneration: LT 18 - 22

Leadership Roles

- To drive forward whole school self-evaluation and quality assurance systems by contributing to the whole school Self Evaluation Form and School Development Plan, and delivering on agreed priorities for development and improvement
- To sustain and develop the growth mindset culture of DGS as a school which has the highest standards and where all staff and students aspire to continually improve their own practice through reflection, collaboration and hard work
- To ensure that the culture of the pastoral team is positive, solution-focused and collaborative, winning the hearts and minds of staff, students and parents
- To ensure that the work of the pastoral team leads by example with respectful relationships, high standards and compassion in all interactions with young people
- To ensure that leadership of Heads of Years and associated tutor teams is strong and clear to ensure excellent pastoral provision and effective use of Student Guidance Time
- To work closely within the wider pastoral team via ABC meetings to ensure clarity in understanding of roles and consistent systems and standards across the school and in working with outside agencies
- To take the initiative on changing pastoral priorities and needs across the school as they arise and responding swiftly, strategically and effectively
- To build strong and effective partnerships with parents and the local community to promote the school's positive ethos and the school's core values

- To overview safeguarding with SLT, HOYs and Student Managers, with a particular responsibility for e-safety
- To deputise for the Headteacher, as required

Management Roles

- To line manage the AHT Standards and Culture
- To convene and lead the ABC meetings for relevant year groups
- To co-ordinate, alongside SLT and the wider pastoral team, multi-agency support for most vulnerable students
- To convene and lead the Standards Panels for relevant year groups
- To lead on Parent Information Evenings and relevant Awards Evenings
- To sit on the South Oxon In Year Fair Access Panel (IYFAP) group
- To line manage relevant HOYs, School Counsellor, School Health Nurse and relevant Student Managers
- To line manage and support the Young Carers lead
- To line manage the Safeguarding Officer
- Line management of HODs by agreement, and full participation and support in Senior Leadership Team quality assurance and self-evaluation systems
- To ensure effective and smooth transition for mid-year admissions to the school
- Reporting to governors on a regular basis and ensuring relevant policies reflect current practice
- SLT support and pastoral lead for the Curriculum and Staff Governors' Committee

Organisational Roles

- To take the lead on Standards Fortnight each term
- All corporate roles which are part of being a member of the SLT (eg SSD periods, detention duty, site duty, assembly rota, readmission meetings)
- Any reasonable task, as requested by the Headteacher

April 2019