



Headteacher: Tom Goodenough
Executive Headteacher: Rachael Warwick

Key Responsibilities for Headteacher of Didcot Girls' School

To fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions' Document relating to the Conditions of Employment of Headteachers.

To meet the National Standards of Excellence for Headteachers as published by the DfE.

Leadership and Management of Student Achievement, Progress, Wellbeing and Safety

- Ensure an aspirational culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of students.
- Ensure that promoting wellbeing and student safety is at the centre of all of the school's functions.

Leading and Managing Staff

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff understand and are engaged with the school's key priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

Leadership and Management of Curriculum

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students of all backgrounds and abilities.
- Develop and champion student opportunity and outcomes
- Ensure that the curriculum is promoting the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all students.
- Ensure that the curriculum enables students to progress to sustained employment, education or training on exit from the school.



Managing Resources

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the school secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.

Stakeholders and the Local Community

- Secure the commitment of all parents, carers and the wider community to the vision and direction of the school.
- Act as an ambassador for the school and champion its values and ethos.
- Seek opportunities to communicate and enhance the value of the school to other sectors of the local community.
- Contribute to the development of the teaching in school by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Visibly support the endeavours of all students and staff and being the lead in recognising and celebrating achievement.
- Participate in the RET Executive Leaders Forum, working in partnership with the Executive Headteacher, the Headteacher of St Birinus School, the Headteacher of Sutton Courtenay C of E Primary School, the Director of Didcot Sixth Form and the Director of Finance and Services to maximise the mutual benefits of Trust-wide working.

Accountability and Governance

- Work with the Governing Body to analyse and plan for future needs and further development of the school within the local, national and international context.
- Translate the vision into a School Improvement Plan with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Nurture a school ethos which enables everyone to work together, share knowledge, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, parents, the local community and Ofsted.

Note: The Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description may be amended at any time after consultation with the postholder.

