

**Moorside High School**

Cellarhead Road

Werrington

Staffordshire

ST9 0HP

T: 01782 551200

E: [office@mhs.potteries.ac.uk](mailto:office@mhs.potteries.ac.uk)

// [www.moorside.staffs.sch.uk](http://www.moorside.staffs.sch.uk)

**Headteacher: Mr D Robinson**

## JOB DESCRIPTION

Job Title:	Assistant Headteacher for Rewards, Behaviour and Attendance
Start Date:	From Easter 2024
Responsible to:	Headteacher
Salary:	L12 – L16

### 1. Core Purpose of the Post

- To work with the senior leadership team to define and maintain the vision, ethos and direction of the pastoral provision and support for behaviour and attitudes across the school.
- To develop and oversee the Rewards system for the school.
- Develop interventions, use of sanctions and pastoral support to improve the behaviour and conduct of students.
- Support teacher and staff development so that they apply policies and systems in a way that improves student engagement with school and learning.
- To assist the Headteacher with the day-to-day smooth running of the school and provide professional leadership and management of areas of school development which will be negotiated depending on the expertise, experience and interests of the successful candidate.

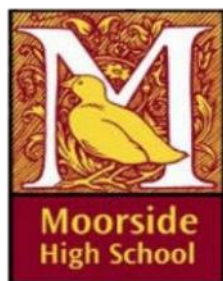
### 2. Main Areas of Responsibility

#### Assistant Headteacher

- Be a high-profile visible presence during the school day and at school events.
- Represent the school within the local and wider community as required.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community including with parents/carers.
- Report to stakeholders e.g., governors or parents on successes, achievements as required.
- To contribute to inspection readiness and success.

**Engage and Achieve**





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# Engage and Achieve

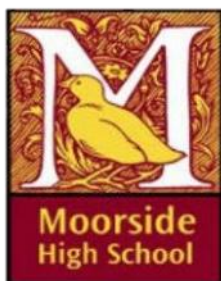
## Behaviour and Pastoral

- Implement effective strategies to promote positive behaviour across the school, fostering a culture of respect and responsibility.
- Review and develop the school's policies related to behaviour, attendance, pastoral care and uniform.
- Oversee the development and implementation of comprehensive pastoral care programmes that support the social and emotional well-being of students
- Continue to implement our self-evaluation programme to feed into the school's SEF by monitoring and reporting on:
  - Behaviour (including rewards and sanctions)
  - Exclusions, bullying and racist incidents
  - Attendance and the impact of attendance initiatives
  - Contribute to the school's systems and processes for rewarding students
  - Oversee Reset support
  - Lead on alternative provision and curriculum pathways
  - Lead on suspension and permanent exclusion investigations and associated paperwork
  - Oversee admissions
  - Line manage key pastoral personnel including Reset Team, Pastoral team and Pastoral support staff.
  - Work closely with teachers, parents, and external agencies to create a collaborative network focused on the welfare and progress of each student.

## 3 Communication and Liaison

- Attend and contribute to directed time meetings including the Senior Leadership Team meetings.
- Assist and contribute to the whole school improvement plan and relevant faculty improvement plans.





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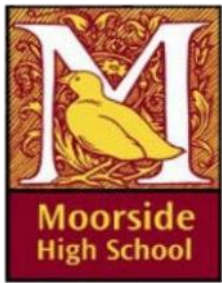
# Engage and Achieve

- Review the provision of guidance and support to students through form time and support Director of Teaching & Learning to manage form tutors and communication with parents/carers/external agencies.
- Liaise with members of the pastoral team, SEND team, parents/guardians in order to support the removal of barriers to learning.
- Work with relevant leaders of educational/work place providers to ensure students secure next steps and number of students NEET is minimised.

#### 4 General

- Promote and prioritise safe working practices including following the statutory Keeping Children Safe in Education guidance.
- Participate in the appraisal process as determined by the school.
- Read and familiarise yourself with school policies and any updates provided.
- Fulfil pastoral responsibilities including leadership of a pastoral team and of assemblies.
- Contribute to the overall social and cultural life of the school.





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