



RESPECT ASPIRATION DETERMINATION INDEPENDENCE



## MESSAGE FROM THE CEO

### Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”



#### Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

#### Our Aims

Our aim is to ensure that all schools within the Trust aspire to be 'Outstanding' and, with our support, hold a minimum of a 'Good Provider' rating from Ofsted.

#### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle, CEO  
Achieve and Learn Trust

## MESSAGE FROM THE HEADTEACHER

### Welcome to Reddish Vale High School

‘Positively Changing Lives - through personal growth academic excellence’

I am very proud as Acting Headteacher to welcome and introduce you to Reddish Vale High School (RVHS). Our school is emerging from a turbulent time of late and has already gone through an exciting period of transition and improvement. Through values driven leadership, which is underpinned by dedicated teaching and support staff, the school is on an exciting pathway in ensuring that all its learners are enabled in realising their full potential. This is my mission. Here at RVHS, we are dedicated to ensuring our vision to **‘Positively Changing Lives - through personal growth academic excellence’** becomes a reality for the entire school community.

High quality, committed staff, provide a positive, disciplined and nurturing environment that inspires a passion for learning so that every learner progresses and can thrive. Our learners are encouraged to achieve their best personally, academically and socially. As a result, we are seeing improved levels of academic attainment and progress throughout the school. High expectations and standards are driven through teamwork and underpinned through the school's core values of; Respect, Aspiration, Determination and Independence.

This provides only a brief introduction to our school community and a flavour of our ethos and values.

We are experiencing a period of significant growth and investment, allowing us to further enhance our school facilities, teaching resources, and staff development programs. As part of our continued growth and commitment to providing the best possible education for our students, we are seeking to appoint a number of talented and motivated individuals to join our dedicated team. Thank you for your interest in Reddish Vale High School, the learners, staff and I, look forward to welcoming you.



Mr Darren Moroney,  
Headteacher  
Reddish Vale High School

# ROLE OVERVIEW

## Pastoral Lead – Key Stage 3 and 4

### CONTRACT TERM:

Permanent, – term time only plus 5 days

### HOURS:

36.25 hours per week (08:00 – 16:00)

### PAY SCALE:

NJC Band 8 Points 30-32  
(Actual Salary £35,073 - £36,847)

### LOCATION:

Reddish Vale High School, Reddish  
Vale Road, Stockport SK5 7HD

### START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school websites - [Reddish Vale High School](#) where you will find an application form and more information about our school.

Please send your completed application form to [recruitment@reddish.stockport.sch.uk](mailto:recruitment@reddish.stockport.sch.uk)

### CLOSING DATE:

Wednesday 20<sup>th</sup> May 2026, 08:00 am

### INTERVIEW DATE:

w/c 1<sup>st</sup> June 2026

Are you seeking a fantastic opportunity to be part of a dynamic pastoral team with a clear vision of 'Positively changing lives'. The core purpose of the role is to deliver strategies, support and interventions that impact on improving our pupils' educational, behavioural, social and emotional development and ultimately improve their future life opportunities.

Reddish Vale High School is part of the Achieve and Learn Trust, which expressed simply, the trust is committed to personal growth and academic excellence for all pupils.

At Reddish Vale High School, committed staff provide a positive and nurturing environment that inspires a passion for learning, so that every pupil progresses and thrives. Our pupils are encouraged to achieve to their best personally, academically, physically and socially.

You should:

- Have experience of working successfully with pupils/young people and their families
- Have experience of providing pastoral support/interventions to pupils
- Have a clear understanding of pastoral and pupil guidance and support issues in schools.
- Experience of using effective behaviour modification programmes and strategies
- Be able to establish relationships with pupils and their families
- Have the ability to organise, motivate and inspire students.

In return we can offer:

- A friendly, supportive and hugely talented whole staff team
- Outstanding and supportive leadership at all levels
- An inclusive learning ethos

# JOB DESCRIPTION

**JOB TITLE: Pastoral Lead (Key Stage 3 and 4)**

**JOB PURPOSE:** To provide strategic support to the Deputy Headteacher responsible for Behaviour and Attitudes.  
To have operational oversight of alternative provision across the school.

**ACCOUNTABLE TO:** Deputy Headteacher

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **KEY RESPONSIBILITIES**

### **Behaviour report card structure**

- Weekly Class Charts tracking and monitoring to identify behavioural escalations and thresholds linked to all year groups.
- Full report card tracking and monitoring from FT report to SLT report/Personal Support Plan (PSP) across all year groups
- Lead on the monitoring of Action and Removal data to reduce re-offending, identify patterns and trends and pre-empt behavioural issues.
- Leadership of the pre-Inclusion Behaviour Plan (IBP) process to include identification of key subjects, times, periods, staff to apply preventative strategies
- Leadership of the IBP process to include parental meeting, evidence-based discussion, voice of the parent, voice of the child linked to FT/PIM/HOY report, agreed timescale, agreed support and interventions with stepped review dates identified- RAG progress
- Agreement regarding daily grounding/support timescale and format
- Coordination the Pastoral Support Plan process through liaison with the SLT link where necessary via the Deputy Headteacher

### **Interventions**

- Use of behaviour data, report tracking process, pupil profiles, attendance data, progress data and identified actions from behaviour management structure to inform intervention groups via IPMs.
- Take an active role in the Inclusion Panel Meetings to specifically target students who are at/transitioning beyond the KSIL report and associated Inclusion Behaviour Plan (IBP) or require additional support linked to attendance and progress.
- Lead on the identification of pathways for student intervention to be identified to factor and external intervention including Highfields and other Alternative Provisions and external providers e.g. Thrive
- To lead on the reduction of punctuality incidents across the school by leadership and oversight of detentions and interventions

### **Alternative Provision**

- Establish an effective working relationship with high quality alternative provisions
- Ensure all service level agreements (SLA) are implemented effectively and with rigor

- Ensure the safeguarding of all pupils at the alternative provisions through robust quality assurance
- Ensure the curriculum followed is aligned with RVHS expectations and standards
- To audit and ensure the personal development offer of alternative provisions meets statutory requirements

### **Day-to-day responsibilities**

- To undertake daily walkabout duty to identify daily patterns and trends in terms of behaviour and liaise with year teams where necessary.
- Supervision of behaviour 'hot spot' locations and communication with pastoral team, with a focus/emphasis on higher-level report card students- to be undertaken through current WA duty.
- Work with the DHT with the setting of a strong classroom and corridor culture, to eradicate internal truancy and build a robust isolation curriculum.
- To support KS3 and KS4 in the tracking and monitoring of pupils during the exam process in order to secure positive outcomes through positive conduct during the exam period.
- To support KS3 and KS4 with the transition process into and out of RVHS.
- Develop enrichment opportunities working with AHT of Enrichment and pupil leadership for KS3 and KS4 to support pupil inclusion
- To lead on the reduction of U-codes and improve punctuality to school across KS3 and KS4

### **Return from suspension monitoring- reduction of RO**

- Work collaboratively on the pre-suspension process to incorporate welfare, OPP and SEN needs
- Lead on the consistent application of the pre-suspension process to include the issuing of work, issuing of simplified suspension guidance, parent and student reflection sheet and expectations upon return to school and communication of SLT Link availability.
- Work collaboratively with the Head of Year where necessary to ensure consistent application of the return to school reintegration process

### **Social and emotional support**

- Support in the effective roll out and monitoring of Developmental Help /Behaviour modification Programmes delivered through motivational group work or one to one personalised support.
- S.E.A.L - to help raise self- esteem and promote emotional self-regulation.
- Solution-focused therapy to help students identify barriers to learning and empower them to set their own goals to effect change, build independence, resilience and problem-solving skills.
- Mindfulness guided activity sessions to help students manage stress and anxiety and increase their wellbeing.
- Initiation of contact with other support agencies on behalf of the school, to engage the support of parents/carers and liaise with all parties on a regular basis. This will include preparing and managing meetings with outside agencies.

**General Requirements**

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

**Review**

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of the Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

Name of Postholder: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Line Manager: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PERSON SPECIFICATION

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
<b>1. Qualifications/Training etc.</b>		
GCSE Level Maths and English (Grade 9-4 or equivalent)	A/C/I	Essential
Teaching related qualification e.g QTS/HLTA qualification or equivalent	A/C/I	Desirable
Training in SEBD/SEN	A/I	Desirable
<b>2. Experience</b>		
Experience of working successfully with pupils with Social, Emotional and Behavioural Difficulties	A/I	Essential
Experience of working with pupils/young people and their families	A/I	Essential
Experience of resource preparation to support learning programmes	A/ I	Essential
Experience of working in a Community/family setting	A/I	Desirable
Experience of contributing to, implementing and reporting on personal action plans and EHS's.	A/I	Desirable
Evidence of excellent teaching and classroom management skills	A/I	Desirable
<b>3. Knowledge</b>		
Excellent communication skills written and verbal with the ability to communicate effectively with a wide range of audiences including education and care professionals, school staff, pupils and their families.	A/I	Essential
Knowledge of record keeping systems	A/I	Desirable
<b>4. Skills &amp; Abilities</b>		
Good literacy and numeracy skills	A/I	Essential
Ability to develop positive relationships with the target groups	A/I	Essential

Ability to lead and motivate others.	A/I	Essential
Ability to create and deliver an ambitious vision for SEMH pupils	A/I	Essential
Ability to work effectively with colleagues from across the curriculum	A/I	Essential
Ability to work on one's own initiative	A/I	Essential
Ability to maintain complete confidentiality, and act with sensitivity and discretion at all times	A/I	Essential
Ability to contribute to whole school improvement	A/I	Desirable
<b>5. Attitude and Approach</b>		
Smart, professional appearance.	I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.



## ADDITIONAL INFORMATION

### BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

### APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 08:00 AM on **Wednesday 20<sup>th</sup> May 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

### CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment as soon as possible
- ❖ The position will be based at Reddish Vale High School, Stockport.
- ❖ The post is based on 36.25 hours per week. The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email [recruitment@reddish.stockport.sch.uk](mailto:recruitment@reddish.stockport.sch.uk).