



MHS
Reigate

ASSISTANT HEAD
(PASTORAL)
CANDIDATE PACK



www.moonhallschoolreigate.co.uk



rzeznikl@moonhall.co.uk



ABOUT MOON HALL

Moon Hall School is an award winning leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development centres and CPD training hubs

Moon Hall is not just a school – it is a movement to reshape the way we see learning differences.

MOON HALL INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Kindness, Inclusion, Nurture, Perseverance and Aspiration. We practice and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Assistant Head (Pastoral)

RESPONSIBLE TO: Deputy Head (Pastoral)

The Role

We are seeking an ambitious, caring and motivated Assistant Head (Pastoral) to lead our pastoral provision, attendance strategy and pupil voice initiatives. This is an exciting opportunity for an existing middle leader seeking their first Assistant Headship, or an experienced pastoral leader looking to make a significant impact within a specialist independent school setting.

The Assistant Head (Pastoral) will provide strategic and operational leadership of the school's pastoral provision, ensuring every pupil feels safe, valued, supported and able to thrive.

Working closely with the Deputy Head (Pastoral), the postholder will lead on attendance, pupil wellbeing, pupil voice, student leadership and pastoral support systems. They will play a key role in maintaining a positive school culture, strengthening relationships with families and ensuring pupils are fully engaged in school life. As a specialist school for pupils with dyslexia and co-occurring needs, the successful candidate will understand the importance of fostering belonging, promoting wellbeing and removing barriers to engagement and attendance.

Key Responsibilities / Strategic Pastoral Leadership

- Support the Deputy Head (Pastoral) in shaping and delivering the school's pastoral vision.
- Lead the development, implementation and monitoring of pastoral systems and procedures.
- Promote a culture of belonging, respect, inclusion and high expectations.
- Analyse pastoral data and trends to inform interventions and school improvement priorities.
- Contribute to the School Development Plan and self-evaluation processes.
- Maintain oversight of pupil wellbeing and support the development of effective interventions.

Attendance Leadership

- Lead the school's attendance strategy.
- Monitor attendance, punctuality and persistent absence across the school.
- Identify attendance concerns and coordinate timely interventions.
- Work proactively with pupils, families and external agencies to improve attendance outcomes.
- Lead attendance meetings with parents and carers where required.
- Produce attendance reports for the Senior Leadership Team and Governors.
- Implement attendance rewards, recognition schemes and pupil engagement initiatives.



JOB TITLE: Assistant Head (Pastoral)

RESPONSIBLE TO: Deputy Head (Pastoral)

Pupil Voice and Student Leadership

- Lead and coordinate the School Council and wider pupil leadership opportunities.
- Develop meaningful opportunities for pupils to contribute to school improvement.
- Gather and analyse pupil feedback on all aspects of school life.
- Support pupil-led initiatives, campaigns and projects.
- Ensure pupils' views help shape decision-making across the school.
- Report outcomes and recommendations to senior leaders.

Personal Development and Enrichment

- Work collaboratively with the Enrichment Coordinator to develop outstanding enrichment opportunities.
- Ensure all pupils can access a broad range of extra-curricular and personal development activities.
- Monitor participation and identify strategies to increase engagement.
- Promote leadership, independence and character development through enrichment programmes.
- Support the planning and delivery of school events, trips and community initiatives.

Pastoral Support

- Coordinate support for pupils experiencing social, emotional or behavioural difficulties.
- Work closely with Heads of Year, tutors and pastoral staff to ensure consistent approaches.
- Support restorative and relational approaches to behaviour management.
- Help implement targeted interventions that improve wellbeing and pupil outcomes.
- Monitor and evaluate the effectiveness of pastoral interventions.

Safeguarding and Welfare

- Promote a strong safeguarding culture throughout the school.
- Work in partnership with the Designated Safeguarding Lead and safeguarding team as a DDSL.
- Ensure pastoral concerns are escalated appropriately and managed effectively.
- Participate in safeguarding and multi-agency meetings as required.
- Support pupils whose wellbeing may impact upon attendance and engagement.



JOB TITLE: Assistant Head (Pastoral)

RESPONSIBLE TO: Deputy Head (Pastoral)

Partnerships with Families

- Build positive and effective relationships with parents and carers.
- Act as a key contact for significant pastoral and attendance matters.
- Support families to overcome barriers affecting attendance, wellbeing and engagement.
- Work collaboratively with external agencies and professionals where appropriate.

Leadership Responsibilities

- Be an active member of the school's Leadership Team.
- Model the values and expectations of Moon Hall School.
- Contribute to staff development and training.
- Support whole-school initiatives as directed by the Headteacher and Deputy Head (Pastoral).
- Undertake other duties appropriate to the grade and nature of the post.

The successful candidate will:

- Lead attendance across the school.
- Drive excellence in pastoral care and pupil wellbeing.
- Champion pupil voice and lead the School Council.
- Work closely with the Enrichment Coordinator to enhance personal development opportunities.
- Support families and external agencies.
- Work closely with the Deputy Head (Pastoral) as part of the school's leadership team.

Person Specification / Essential

Qualifications

- Qualified Teaching Status



JOB TITLE: Assistant Head (Pastoral)

RESPONSIBLE TO: Deputy Head (Pastoral)

Experience

- Successful teaching experience.
- Middle or senior leadership experience.
- Experience of leading or contributing to pastoral provision.
- Experience of working with pupils with SEND.
- Experience of working successfully with families and external agencies.
- Experience of analysing and using pupil data to improve outcomes.

Knowledge

- Understanding of effective pastoral systems.
- Understanding of attendance monitoring and intervention strategies.
- Knowledge of safeguarding and child protection procedures.
- Knowledge of SEND and inclusive practice.

Skills

- Excellent communication and interpersonal skills.
- Strong leadership and organisational abilities.
- Ability to establish positive relationships with pupils, staff and families.
- Ability to analyse data and implement effective interventions.
- Commitment to high standards and continuous improvement.

This Job Description is not exhaustive and may be subject to change as the school's needs develop or change. The post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Operating Officer, Head of Operations and Estates or Headteacher to ensure the smooth running of the school. This job description may be reviewed annually and it may be modified or amended at any time during the year, after consultation with the post holder.



JOB TITLE: Assistant Head (Pastoral)

RESPONSIBLE TO: Deputy Head (Pastoral)

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and comply with all safeguarding policies and procedures.

Job Type: Full-time, Permanent

Benefits

- Free on-site parking.
- Lunch provided each day, during term time.
- Leadership Scale L2-L6.
- Extensive professional development opportunities.
- Supportive and collaborative leadership team.
- Opportunity to shape and develop a growing area of strategic importance.
- Employee wellbeing support.
- Access to school pension scheme.

CLOSING DATE: THURSDAY 12 NOVEMBER 4PM

INTERVIEWS: FOLLOWING WEEK

TOURS: OFFERED TO SUCCESSFUL INTERVIEW CANDIDATES

START DATE: JANUARY 2027 OR APRIL 2027

MHS
Reigate



Apply Now



General Requirements

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

