

Chief Executive: Mr Tarun Kapur CBE
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Pupil Support Manager, Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.**

Salary – Band 6 Point 29-31 £26,470-£28,221 per annum. Actual Salary £25,793
41.25 hours per week 7.45am – 4.45pm, Monday to Friday

- Term time only including 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **10am Thursday 7th June 2018** will not be considered.

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

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

Cecil Avenue, Sale, Cheshire, M33 5BP
t: 0161 973 1179
e: office@thedeantrust.co.uk
w: www.thedeantrust.co.uk

A decorative header for the job description. It features a white circle with a red outline on the left, partially overlapping a dark red horizontal bar. The text "Job Description" is written in white, bold, sans-serif font on the red bar.

Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Pupil Support Manager
Reporting to	Head of Year
Main purpose of job	To provide outstanding pastoral and academic progress support for pupils
Key responsibilities:	
<ul style="list-style-type: none">• To contribute to the positive ethos of the school in ensuring a calm, orderly purposeful environment• To work in partnership with and support all teams of staff including SLT, Middle Leaders, SEND, class teachers, form tutors and administrative staff• To promote high expectations of all pupils and instil school standards in all aspects including attendance and punctuality, behaviour, academic achievement, uniform and appearance• To provide a high standard of pastoral care for pupils in liaison with key staff and external agencies and provide support and guidance for vulnerable pupils• To provide support in implementing strategies to promote the safeguarding of pupils and ensure early intervention work in partnership with the safeguarding team in child protection and welfare concern matters• To actively support teachers in promoting a high standard of behaviour in classrooms and around school• To use the school's Behaviour for Learning system to monitor behaviour across the year group, specific groups and individuals, and use the data to support pupils, and to liaise with parents and staff• To actively promote the school's stance of zero tolerance towards bullying of any kind and any other unwanted behaviours, and provide support for pupils through use of interventions such as mediation and restorative justice• To investigate behavioural incidents and bring to conclusion, and ensure all relevant documentation is available following thorough investigation of serious incidents• To ensure accurate record keeping of all behavioural and pastoral documentation	

- To actively support the school's rewards and sanctions systems and to ensure that pupils achievements are regularly and positively acknowledged
- To assist in the reintegration of pupils following a period of absence or exclusion
- To provide a range of interventions to secure a high standard of attendance and punctuality of all pupils including home visits, parental meetings and return to school meetings with pupils
- To assist the Head of Year and teachers in leading and coordinating pupil progress interventions, including Achievement Plans, and interventions for particular groups or individuals such as those with Pupil Premium funding
- To work in partnership with parents and carers to discuss pupil progress, welfare and behaviour
- To ensure clear communication with those for whom the English language is a barrier to engagement with the school
- To support the establishment of, and ensure consistency in following all systems and routines across the school
- To show a good working knowledge of SIMS and any school systems in order to provide immediate information on behaviour, attendance and punctuality, and progress
- To promote attendance to extra- curricular activities and organise activities for pupils that will impact upon self-esteem, motivation, respect and independence
- To act as a First Aider
- To participate in school trips and visits

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal and Headteacher

The job description will be updated where appropriate in consultation with the post-holder.



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• A good level of general education• At least GCSE Mathematics & English Language A*-C• Good IT skills• To undertake further training and development as required
Experience	Essential <ul style="list-style-type: none">• Working with young people in a pastoral role for at least 1-2 years• Being successful in a supportive role• Working in a team• Dealing with challenging situations and resolving them successfully• Making a valuable contribution to a project or initiative• Using IT in the workplace Desirable <ul style="list-style-type: none">• Working in a secondary school• Involvement in safeguarding• Providing interventions to support pupil progress• Working with parents and external professionals• Working with a range of school IT programmes• Presenting to a range of audiences including young people• Leading a successful initiative
Knowledge	Essential <ul style="list-style-type: none">• Have an understanding of pupils' needs• Understand what pastoral care means and its importance in a school setting• Know what safeguarding means in the school setting and understanding its importance Desirable <ul style="list-style-type: none">• Behaviour management and mentoring strategies• SIMS• The local area and cultures• External agencies related to supporting young people
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to communicate effectively and appropriately with all members of the school community• Ability to work in calm and measured manner.• Be organised and well planned• Be able to work effectively in a team and also independently• Ability to analyse and interpret information and present findings in a clear and concise manner• Work with an enthusiastic and positive attitude• Ability to solve problems• Show flexibility and ability to cope with a wide range of tasks in a busy and challenging environment• To use own initiative• Good time-keeping and attendance record

	<p>Desirable</p> <ul style="list-style-type: none">• Make a valuable contribution to the vision and direction of the school• Be able to put effective strategies in place which positively impact on the success of the year group
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