

Dear Applicant

Thank you for your interest in the position of **Pupil Support Manager (1 year first instance), Ashton on Mersey School, Cecil Avenue, Sale, M33 5BP.**

Salary – **Band 6 Point 29-31 £26470-£28221** per annum pro rata – **Actual Salary £22,666**

- 36.25 hours per week 8.15am to 4.15pm
- Term time 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 Monday 25th 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

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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	Vice Principal
Main purpose of job	To support an outstanding approach to personal development, behaviour and welfare across the school.

Key responsibilities:

- To develop in the role a proactive approach to behaviour management, providing a high standard of pastoral care for pupils in liaison with key staff and external agencies
- To lead on specific and agreed focused activity to improve standards and expectations of whole school issues e.g. e-safety, mentoring, CLA learners, Behaviour Intervention planning
- To contribute to the schools' calm, orderly and positive learning environment
- To work in partnership with the Assistant Principals, Heads of Year and administrative support to ensure a positive climate for learning is maintained
- To implement strategies promoting the safeguarding of pupils, ensuring early intervention in safeguarding, child protection and welfare concerns
- To support classroom teachers on a day to day, lesson to lesson basis, attempting when possible to reintegrate pupils into lessons
- To promote high expectations of all pupils in all aspects of schooling
- To contribute and lead on aspects of the 'Behaviour for Learning' element of the School Improvement Plan, monitoring behaviour across year groups, with specific groups and individuals
- To monitor pupils adherence to the school's uniform policy ensuring that the very highest standards of appearance are maintained
- To support the establishment of accurate systems that provide immediate information on punctuality, attendance at school and at lessons
- To work in partnership with parents and carers to discuss pupil progress, welfare and behaviour
- To co-ordinate behavioural issues in relation to referrals and ensure accurate record keeping is maintained
- To support the school detention system
- To organise activities for pupils that will impact upon self-esteem, respect and independence
- To promote the schools' rewards systems ensuring that pupils' achievements are regularly and positively highlighted
- To take action to ensure that inappropriate behaviour is not allowed to impede achievement
- To modify the behaviour of identified pupils creating personal action plans for individuals where required
- To assist the Attendance Officer on any issues relating to attendance and punctuality, undertaking home visits when required
- To support the reintegration of pupils following a period of absence or exclusion
- To contribute to the support, guidance and counselling of pupils and to the development of intervention programmes aimed at enhancing the behaviour and motivation of individuals and groups of pupils
- To act as a First Aider
- To participate in school trips and activities

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 Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• A good level of general education• GCSE Mathematics & English Language A*-C• Good IT skills• Ability to undertake further training and development as required Desirable <ul style="list-style-type: none">• Appropriate and relevant L3 qualifications• Related degree
Experience	Essential <ul style="list-style-type: none">• Experience of working with young people in a behaviour management setting• Experience of successful team working• Experience of dealing with challenging situations and successfully resolving them Desirable <ul style="list-style-type: none">• Experience of successfully working with young people in the secondary school setting• Safeguarding children• Working with parents and other external agencies• SIMs
Knowledge	Essential <ul style="list-style-type: none">• Demonstrate a commitment to safeguarding and promoting the welfare of all the pupils within the Trust• Have an understanding of differing students' needs and disciplines• Knowledge of a range and use of behaviour management and mentoring strategies
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 analyse and interpret information and present findings in a clear and concise manner• Ability to lead on specific behaviour related activities• An enthusiastic and positive attitude• Ability and willingness to work independently and in a team• Problem solving skills• Flexibility and ability to work effectively within a team using own initiative• Good time-keeping and attendance record• A sense of humour

