



Candidate Brochure
Pupil Support Assistant



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Band 5, Sp. 19-22. £31,067-£32,654
per annum, pro rata. Actual Salary
£30,406.

START DATE:

1st September 2025

WORKING PATTERN:

41.25 hours per week

Mon-Fri, 07:45-16:45

Term Time Only, plus 5 INSET days

CONTRACT:

Permanent

LOCATION:

Dean Trust Ardwick

ACCOUNTABLE TO:

Pupil Support Manager

Pupil Support Assistant

Job Summary

The successful candidate will work closely with Heads of Year, Pupil Support Managers, and the Attendance team to promote a positive ethos and environment around the school; enable all pupils to thrive; and maintain accurate records of behaviours and progress.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.





Main Purpose of the Role

To provide outstanding pastoral and holistic support for pupils

Key Responsibilities

- To contribute to the positive ethos of the school in ensuring a calm, orderly purposeful environment
- To work in partnership with, and support, Pupil Support Managers and Heads of Year to enable *all* pupils to flourish
- To promote high expectations of all pupils and instil school standards in all aspects of school life, including: attendance and punctuality; behaviour; academic achievement; uniform; and appearance
- To actively support teachers in promoting a high standard of behaviour in classrooms and around school
- To use the school's behaviour system to monitor the behaviour of specific groups and individuals, and use the data to support pupils, and to liaise with parents and staff
- To actively promote the school's 'zero tolerance' stance towards bullying of any kind and any other unwanted behaviours, and provide support for pupils through the use of interventions such as mediation and restorative justice
- To support the investigation of behavioural incidents from incident to conclusion, and ensure all relevant documentation is completed thoroughly
- To contribute to accurate record keeping of all behavioural and pastoral documentation
- To actively support the school's rewards and sanctions systems to ensure that pupils' achievements are regularly and positively acknowledged. To promote attendance to extra-curricular activities

- To work closely with the Attendance team to provide a range of interventions to secure a high standard of attendance and punctuality from pupils. These will include conducting home visits, parental meetings and return-to-school meetings with pupils. To act as a First Aider
- To ensure clear communication with those for whom the English language is a barrier to engagement with the school
- To support the establishment and maintenance of all systems and routines across the school, such as those relating to the start of the day, lesson changeover and break and lunchtimes
- To show a good working knowledge of the school's data management systems in order to input and analyse data relating to pupils' behaviour, attendance and punctuality, and progress

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's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 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 Executive Team and/or Headteacher

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

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
At least GCSE Mathematics & English Language A*-C	✓	
To undertake further training and development as required	✓	
Educated to A level or similar relevant professional qualification		✓
Experience		
Experience of supporting young people in an educational setting	✓	
Dealing with challenging situations and resolving them successfully	✓	
Making a valuable contribution to a project or initiative	✓	
Working in a secondary school		✓
Involvement in safeguarding		✓
Providing interventions to support pupil progress		✓
Working with parents and external professionals		✓
Knowledge		
Have an understanding of the needs of young people of secondary school age	✓	
Good IT skills	✓	



Be able to communicate effectively with all members of the school community	✓	
Behaviour management and mentoring strategies		✓
Knowledge of data management systems		✓
Familiar with the local area and cultures		✓
Experience of working with external agencies related to supporting young people		✓
Skills and abilities		
Ability to communicate effectively and appropriately with all members of the school community	✓	
Ability to work in calm and measured manner	✓	
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	✓	
Show flexibility and skills to cope with a wide range of tasks	✓	



How to apply

If you would like to apply for this role
please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: 9am Tuesday 1st July 2025

Any queries, please contact a member of the HR Team on 01619 722988 or
via email at emmahurworth@deantrustardwick.co.uk

