



Candidate Brochure ***Pupil Support Manager***



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

NJC Band 6 Scale Point 23-25

£34,434-£36,363 per annum FTE

START DATE:

April 2026

WORKING PATTERN:

36.25 hours, Term time only

8:15 am-4:15 pm Monday-Friday

CONTRACT:

Permanent

LOCATION:

Ashton on Mersey School

ACCOUNTABLE TO:

Deputy Headteacher

Pupil Support Manager

Job Summary

The postholder will deliver proactive, high-quality pastoral care, supporting pupils' behaviour, welfare, attendance, and engagement across the school.

The role focuses on early intervention, reintegration, and the consistent application of behaviour and safeguarding systems, ensuring that pupils are supported to remain in lessons and access learning successfully.

The postholder will work directly with pupils, families, and external agencies to address barriers to engagement and promote high expectations in all aspects of school life.

The role includes leading agreed areas of focus linked to whole-school priorities, contributing to behaviour and attitudes improvement planning, and supporting safeguarding practice as a Designated Safeguarding Lead.

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 support an outstanding approach to personal development, behaviour and welfare across the school.

Key Responsibilities

- To develop 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. safeguarding, mentoring, looked after children, restorative justice.
- To contribute to the schools' calm, orderly and positive learning environment.
- To work in partnership with and support all teams of staff including; Senior Leadership Team, Heads of Year, Teachers and relevant support staff to ensure a positive climate for learning is maintained.
- To implement strategies promoting the safety of pupils, ensuring early intervention in safeguarding, child protection and welfare concerns.
- To work alongside classroom teachers on a day-to-day, lesson-to-lesson basis to ensure pupils are reintegrated into lessons swiftly and effectively.
- To promote high expectations of all pupils in all aspects of schooling.
- To contribute and lead on agreed aspects of the Behaviour and Attitudes element of the School Improvement Plan, monitoring behaviour across year groups and individuals.
- To monitor pupil's adherence to the school uniform policy ensuring that the very highest standards of appearance are maintained.
- To implement and use established systems to monitor punctuality and attendance at school and in lessons.

- To build and maintain effective partnerships with parents and carers to support pupil progress, welfare, and behaviour.
- To maintain accurate and timely behavioural and safeguarding records, ensuring compliance with statutory and school requirements.
- 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 intervene effectively to prevent inappropriate behaviour from impacting learning and achievement.
- To support identified pupils by developing and implementing individual behaviour action plans.
- 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.
- To act as a Deputy Designated Safeguarding Lead.

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 task undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
GCSE Mathematics & English Language A*-C, or equivalent	✓	
Ability to undertake further training and development as required	✓	
Safeguarding Level 3		✓
Related degree		✓
Experience		
Relevant and recent experience of working with children and young people; particularly those who are vulnerable	✓	
Experience of working with external agencies	✓	
Experience of working with children in a school setting	✓	
Experience of providing information and guidance to young people		✓
Experience of supporting families with diverse needs, including those requiring targeted or enhanced support		✓
Knowledge		
Knowledge of current safeguarding risks affecting children and young people	✓	
Secure knowledge of safeguarding responsibilities and statutory duties relating to the welfare of pupils	✓	

An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	✓	
Have an understanding of differing students' needs and disciplines		✓
Knowledge of a range of behaviour management and mentoring strategies, and the ability to apply these effectively in practice		✓
Excellent IT and administrative skills	✓	
Skills and abilities		
Highly organised and efficient with excellent record keeping skills	✓	
Ability to communicate the highest expectations to all, particularly pupils whose behaviour may be challenging and those at risk	✓	
Dedicated to ensuring the safety and welfare of all pupils within the school	✓	
Proactive with the ability to use own initiative to identify and solve problems	✓	
Ability to work independently and as part of a team	✓	
Ability to work with, listen, empathise and empower young people	✓	
Display initiative, be positive and enthusiastic	✓	
Flexibility and ability to work effectively within a team using own initiative	✓	
Good time-keeping and attendance record	✓	
Ability to communicate effectively and appropriately with all members of the school community	✓	
A current driving licence		✓

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 Monday 23rd February 2026

Interview Date: w/c 2nd March 2026

**Any queries, please contact a member of the HR Team on 0161 973 1179 or
via email at recruitment@thedeantrust.co.uk**

