



***Candidate Brochure
Pupil Support Assistant***



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Band 5, Sp. 19-22.

£32,061 - £33,699, pro-rated

START DATE:

ASAP

WORKING PATTERN:

41.25 hours per week, Mon-Fri,

07:45-16:45, Term Time Only plus 5

INSET days

CONTRACT:

Fixed Term - until 31/08/2026.

LOCATION:

Dean Trust Ardwick

ACCOUNTABLE TO:

Pupil Support Manager, and Head of Year.

The Dean Trust is 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.

Pupil Support Assistant

Job Summary

This is an exciting opportunity to join the pastoral team at Dean Trust Ardwick. The successful candidate will provide outstanding pastoral and holistic support for pupils. They will possess a relentless dedication to improving the life chances of our pupils. The successful candidate will therefore contribute to our aspiration for all pupils to thrive as citizens of the world, without exception.

Dean Trust Ardwick opened in 2015 and is now a fully-fledged Year 7-11 school, serving over 1200 pupils, in the heart of the Ardwick and Longsight community. We pride ourselves on being a local school for local children, and since inception we have become the school of choice for families.

We exist to empower our pupils to find their purpose and thrive as citizens of the world. We provide a knowledge-rich curriculum which exposes pupils to powerful knowledge, places them on an ambitious pathway and develops the character traits needed to seize the opportunities that exist. Through finding their passions we enable pupils to make a positive difference to the world. Our core purpose is not merely finite 'success' for our pupils but for them to thrive - continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our pupils to succeed. At Dean Trust Ardwick, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching pupils the right and successful ways to do things.



Main Purpose of the Role

To provide outstanding pastoral and academic progress support for pupils.

Key Responsibilities

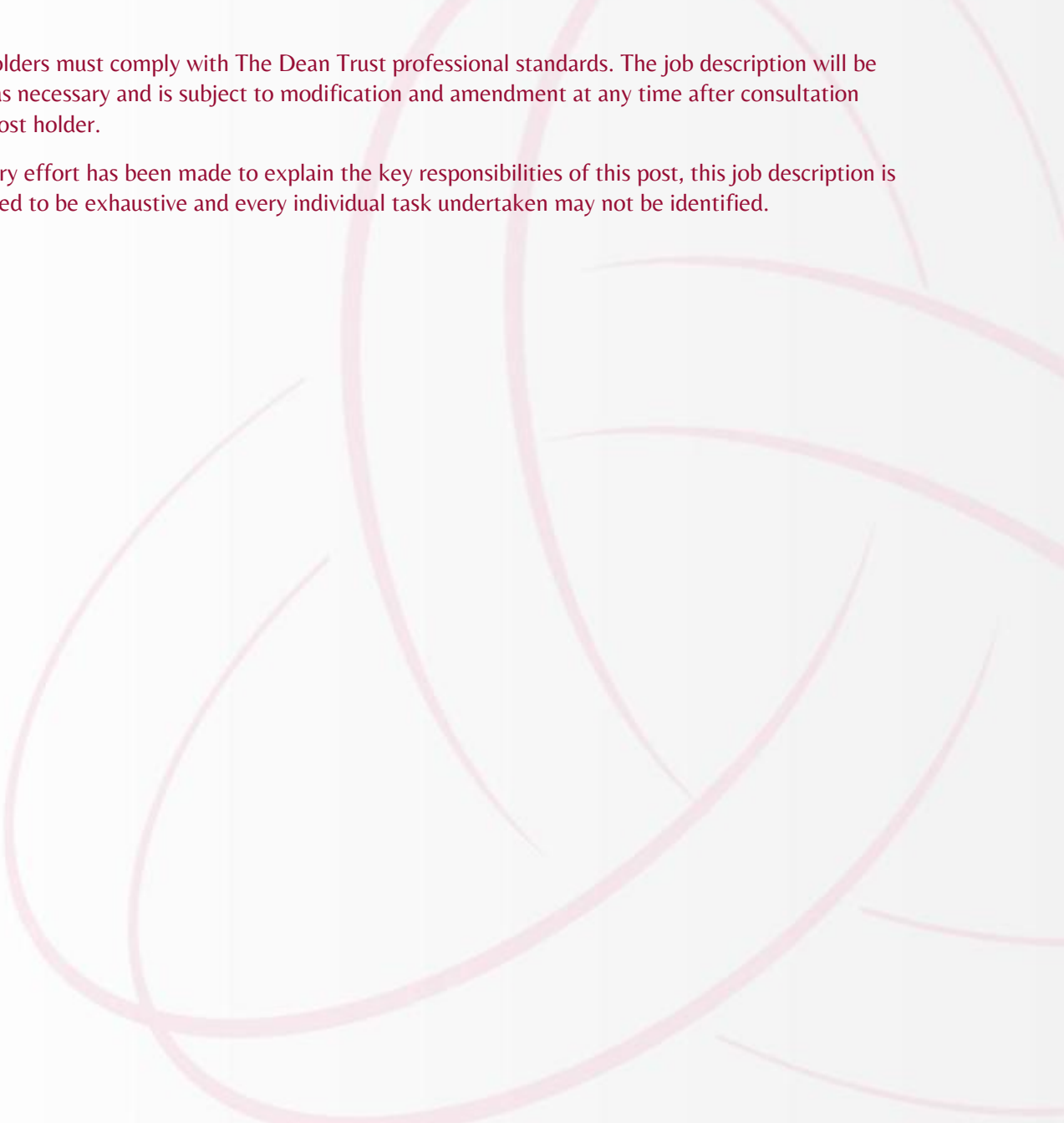
- To contribute to the positive ethos of the school in ensuring a calm, orderly purposeful environment
- To work in partnership with and support Pupil Support Managers and Heads of Year to support pupils to flourish
- To promote high expectations of all pupils and instil school standards in all aspects including attendance and punctuality, behaviour, academic achievement, uniform and appearance
- To 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 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 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 support the investigation of behavioural incidents and bring to conclusion, and ensure all relevant documentation is available
- To contribute to 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 promote attendance to extra-curricular activities
- To work closely with the Attendance Officer 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 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 of, and ensure consistency of 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

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

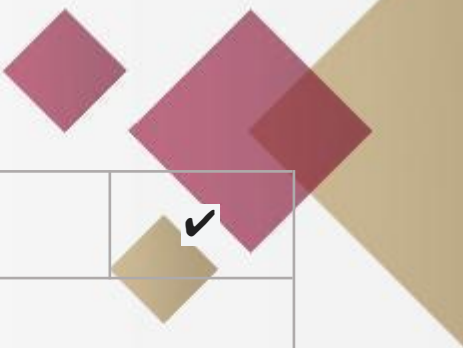
All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

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.

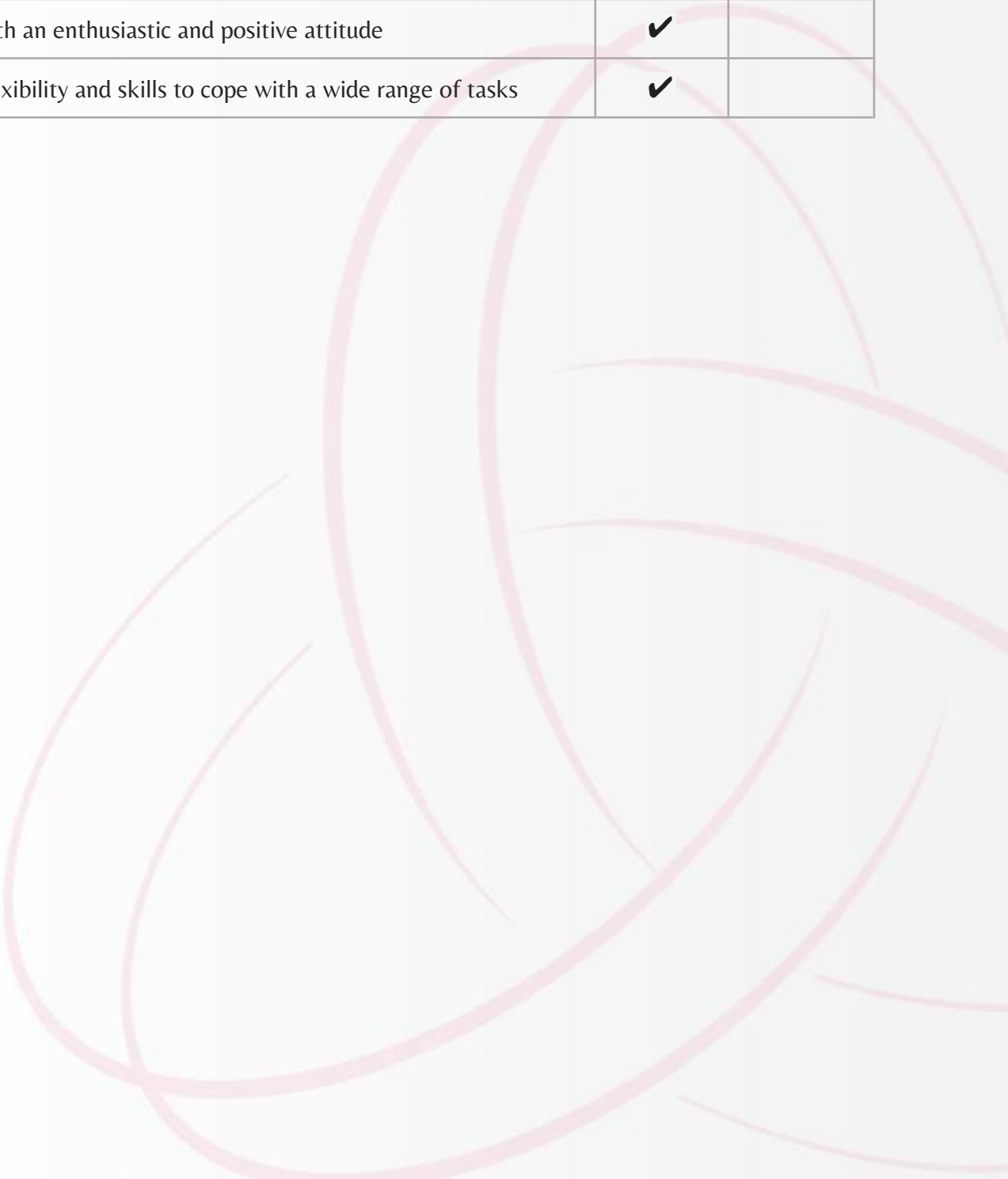


Person Specification

	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 SIMS		✓
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 21st October 2025

Interview Date: ASAP

If you have any queries, please contact the HR team on 01619 722988 or email emmahurworth@deantrustardwick.co.uk.

