

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

Dear Applicant

Thank you for your interest in the position of **Pupil Support Manager** at Dean Trust Wigan, Greenhey, Orrell. WN5 0DQ.

Details:

- 42 hours per week, 07:30am - 4:30pm, Monday to Friday.
- Term time plus 2 weeks
- Grade 7 SCP 20-25
- Full time equivalent £31,586 - £35,235
- Actual Salary £31,490 - £35,128
- Permanent post
- Start date – As soon as possible

Please find below a job description and person specification.

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

Method of Application

To apply please click on the '**Apply Now**' link on the recruitment page of the Trust website or for further information please contact the Human Resources Department at Dean Trust Wigan.

Closing Date

Applications received after the closing time of **8:00am, Friday 13th June 2025** 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 01942 511987 or email office@deantrustwigan.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

Dean Trust Wigan, Greenhey, Orrell, Wigan, WN5 0DQ
t: 01942 511987
e: recruitment@deantrustwigan.co.uk
w: www.thedeantrust.co.uk

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VAT Registration 195 3889 46
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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	Lead Pupil Support Manager & Senior Leadership Team
Main purpose of job	To offer pastoral support to pupils
Key responsibilities:	
<ul style="list-style-type: none">• To work with the Head of Year, Assistant Headteachers and Deputy Headteacher to manage all aspects of behaviour and welfare of pupils.• To maintain high visibility by visiting classrooms frequently to support all staff and pupils in the pursuit of excellent levels of behaviour.• Identify barriers to good behaviour and devise strategies to overcome these, liaising with external agencies where necessary.• Implementation of school policies and standards across the year group.• To engage in relevant CPD and networking.• To pursue and promote the equality of opportunity throughout the year group.• Support/manage the pastoral care, behaviour and welfare of pupils including Child in Need, Child Protection, Early Helps and Children Looked After.• Assist in the management of year specific activities where appropriate e.g. Year 9 options, Year 11 interventions, reward trips, parents' evenings.• Work with pupils, their families and agencies to improve their behaviour, attendance and punctuality. Initiating and being the lead professional in Early Helps where pertinent.• To manage incidents of poor behaviour and ensure reparation between parties.• To work with pupils to resolve incidents having due regard for the school anti – bullying procedure.• To use relevant interventions with individual/ small groups of pupils in order to make measurable impact on behaviour.• To work in partnership with parents/ carers to ensure clear communication of school standards and how best parents and carers can support the pupil and the school in achieving this.• To communicate effectively with all members of the school community and external professionals in all aspects of behaviour and welfare.• To use a variety of methods to investigate the reasons for the lack of engagement and/ or poor behaviour of pupils including pupil shadowing and meetings with parents.• To use a variety of methods to monitor the behaviour of pupils.• To initiate Early Helps for pupils who continue to be unable to comply with school standards. To be the lead professional where applicable.• To liaise regularly with relevant staff with regard to pupils who are causing concern.• To become a 'champion' in a selected area of pastoral care and to actively seek training in this area of expertise and to ensure school wide support in your specified area of expertise.• To maintain accurate records of parental, pupil and agency communication.• To act as First Aider.• To act as a Safeguarding Officer• To provide occasional cover of classes in the absence of a teacher.• Any other duties as directed by the Executive Headteacher which are commensurate with grade and title of post.	

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 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 and beyond
- To represent the school at events as appropriate
- To support and promote the school 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 and Executive 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

Qualifications and Training	<p>Essential</p> <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 <p>Desirable</p> <ul style="list-style-type: none">• Educated to A level or similar relevant professional qualification
Experience	<p>Essential</p> <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 <p>Desirable</p> <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	<p>Essential</p> <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. <p>Desirable</p> <ul style="list-style-type: none">• Behaviour management and mentoring strategies• Knowledge of Bromcom or similar Management Information System• The local area and cultures• External agencies related to supporting young people.

Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Ability to build trust, • 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. • Ability to identify priorities quickly and accurately and to ensure that deadlines are met. • Calm and diplomatic under pressure • Enthusiastic and caring approach to students • To be able to build an excellent rapport with students, parents, carers, guardians and external partners. • Openly shares information and own expertise with others to enable them to achieve their goals.
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