



**ST MARY'S MENSTON**  
**A Catholic Voluntary Academy**  
Bradford Road, Menston, Ilkley, LS29 6AE  
Headteacher: Mr D Beardsley  
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Group 7 11-18 Catholic Academy  
No. on roll 1265 (255 in Sixth Form)



## Diocese of Leeds

### Pupil Support Assistant

**Permanent, 33 hours per week, term time only**  
**Salary NJC Scale: C1, £22,183 - £24,491**  
**(actual salary £16,601 - £18,328 per annum)**

Required for an immediate start, the Academy Council of this high achieving and oversubscribed Catholic Voluntary Academy is looking to appoint a Pupil Support Assistant to work under the guidance of the Inclusion Support Manager to support pupil needs and the effective running of pupil services. You will be the first point of contact for day to day pupil support and for incidents in school, liaising and working closely with student progress leaders, pupils, staff and parents/carers. Duties will include supporting all pupil needs, issuing of appropriate rewards/sanctions and co-ordinating day to day aspects such as lunchtime and afterschool detentions whilst also supporting the student progress leaders in their role. You will be responsible for keeping accurate records for all pupils, filing and archiving them as appropriate and liaising with the Support Worker for Attendance, Assistant Headteacher for Pupil Welfare, Care and Support and the Director of Student Progress.

You will be the first point of contact so must be an excellent communicator with a friendly face, have effective and efficient organisational skills, with the ability to work as part of a team and use your own initiative. Good literacy and numeracy skills are essential.

St. Mary's is a popular and highly successful school situated on the North West fringe of Leeds, close to the Yorkshire Dales. The school is part of the Bishop Wheeler Catholic Academy Trust which consists of the high school and 10 primary schools. The November 2014 Ofsted inspection and the June 2019 Section 48 inspection both judged St Mary's as an outstanding school. We became a National Support School in September 2017.

- **Closing date: Friday 24 September 2021, 12 noon**
- **Interview date: It is anticipated that interviews will take place shortly afterwards.**

Further details and a Catholic Education Service application form are available via the school website [www.stmarysmenston.org](http://www.stmarysmenston.org) in the Vacancies section. Please email your completed application to [recruitment@stmarysmenston.org](mailto:recruitment@stmarysmenston.org).

***St Mary's is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.***