



ST MARY'S MENSTON
A Catholic Voluntary Academy
Bradford Road, Menston, Ilkley, LS29 6AE
Headteacher: Mr D Beardsley
Tel: (01943) 883000
E-mail: admin@stmarysmenston.org
Group 7 11-18 Catholic Academy
No. on roll 1255 (264 in Sixth Form)



Diocese of Leeds

Pupil Support Assistant

Permanent, 37 hours per week, term time only
Salary NJC Scale: C1, £21,589 - £23,836
(actual salary £17,912 - £19,776 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 9 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 Teaching School in October 2015 and a National Support School in September 2017.

- **Closing date: Monday 29 June 2020, 12 noon**
- **Interview date: Week commencing 29 June 2020**

Further details and a Catholic Education Service application form are available via the school website www.stmarysmenston.org in the Vacancies section. Please email your completed application to 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.

