



Job description: Assistant Year Leader

Job details

Salary: Grade E

Hours: Full time, Term Time (plus one additional week)

Contract type: Permanent (subject to successful completion of Probation)

Reporting to: The Assistant Headteacher (Behaviour Lead)

Main purpose

The Assistant Year Leader will support the Assistant Year Leaders team and the Year Leaders in:

- Ensuring the smooth running of year groups with the Year Leaders,
- Providing committed care to all students, high support and high accountability within school systems and policies,
- Providing support to students re their behaviour, their wellbeing and the impact on their engagement and learning,
- Contributing to administration and other systems that are conducive to efficient and effective operation of the year groups in line with school policies,
- Proactively contributing to creating and sustaining a safe environment throughout the school day.

Duties and responsibilities

- To build and sustain excellent relationships with students across the year group(s).
- To share in their successes, their challenges, their concerns and their mistakes with equal commitment.
- To support the students in working through and resolving disputes.
- To support the students in their social and personal welfare.
- To support individual students in increasing their attendance and punctuality levels by implementing whole school policy and procedure in liaison with the Attendance Team, Year Leaders and the Senior Leader i/c Attendance.
- To record and share information in accordance with school policy.
- To collect, collate information for and complete referrals and support plans in liaison with Year Leaders.
- To assist in Assemblies and House time in partnership with Year Leaders.
- To support the school's proactive approach to anti-bullying work in partnership with Therapy Team, Year Leaders/Senior Leaders.
- To identify proactively and investigate thoroughly student concerns and incidents, recommending next steps to support and hold appropriately to account according to school policies.
- To field parental/carers concerns, worries and complaints skillfully and communicate effectively with all appropriate personnel within the school to inform, improve and resolve matters.
- To communicate confidently, sensitively, effectively and efficiently with parents and carers.

- To implement strategies identified by the collective pastoral and leadership teams consistently.
- To liaise with and make referrals to appropriate external agencies.
- To fulfil the requirements of the school attendance, accountability and rewards programmes.
- To support Year Leaders as required and complete other behaviour for learning intervention work as determined in liaison with Year Leaders/Senior Leaders.
- To support and engage proactively with year tutor teams, Therapy Team colleagues and teaching colleagues.
- To undertake training in behaviour management, restorative and trauma informed approaches, safeguarding, supporting SEND/mental health concerns on appointment and update as appropriate
- To accompany visits and field trips as required, and plan and lead them where confident to do so
- To participate in transition, break and lunch duties, whole school and year group events.
- To support student safety through the monitoring of site pinch points/areas where students identify concerns during the school day.
- To support the Year Leaders/Senior Leaders with the management of issues for students and families that emerge in the community, according to school policies.

Other areas of responsibility

Safeguarding

- Working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies.
- Promoting the safeguarding of all pupils in the school.
- Undergoing appropriate training to become part of the Deputy Designated Safeguarding Lead Team.

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant year leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended from time to time in consultation with the postholder.

Last review date: April 2026

Person specification

CRITERIA	QUALITIES
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
Experience	Experience working in a school environment or other educational setting Experience working with children / young people with special educational needs (SEN)
Skills and knowledge	Strong organisational skills Good ICT skills Ability to build excellent working relationships with students and adults Skills and expertise in understanding the needs of all students Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Ability to prioritise including when under pressure Good written literacy skills
Personal qualities	Enjoyment of working with children Sensitivity and understanding, to help build good relationships with students A commitment to getting the best outcomes for all students and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding student wellbeing and equality Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2026