



Assistant Year Leader Job Description

Post Title:	Assistant Year Leader
Job Grade:	H4/5
Accountable to:	Year Leader or Assistant Headteacher
Accountable for:	Ensuring high level support is provided to teachers and students in the management of student learning including delivering quality cover lessons.
Hours of Work:	37 hrs. pw, term time + 3 weeks

Job Purpose

To provide support to the linked Year Leader in order to maximise the learning, attendance and attainment of students. In the absence of the teacher, provide cover and classroom supervision to whole classes.

Main Responsibilities

Please note that tasks are not necessarily listed in order of priority

Linked Assistant Year Leader:

- To assist Year Leaders in ensuring the smooth running of the year group.
- To support the students in continued good behaviour for learning.
- To provide in class support and to monitor the progress of students with SEND or BfL issues in the year group.
- To assist with transition.
- To support the students in resolving disputes.
- To support the students in their social welfare.
- To assist with access arrangements for examinations.
- To analyse the behaviour logs for the year and to take and record appropriate action.
- To support individual students in increasing their attendance and punctuality levels by implementing whole school policy and procedure.
- To record and share information in accordance with school policy.
- To collect and collate information to be included in PSP/IEP's.
- To support a cohort of students on PSPs or reports.
- To assist in assemblies and tutor time.
- To support on the school's anti-bullying work as directed by pastoral leaders.
- To provide in class and small group/one on one support for students focusing particularly on progress, behaviour, well-being and attendance.
- To investigate and identify student concerns through pupil pursuit and tracking.
- To supervise individual and groups of students as required.
- To field parental complaints and communicate to the appropriate personnel within the school.
- To communicate effectively and efficiently with parents.
- To implement strategies identified by the leadership team.
- To liaise with appropriate external agencies.
- To collate, monitor and celebrate the rewards programme.
- To collate, monitor and activate the sanctions procedures.
- To support Year Leaders as required.
- To support year tutor teams.
- To complete other behaviour for learning intervention work as directed by the pastoral leaders.
- To undertake training in classroom supervision/management on appointment and update as appropriate
- To invigilate internal and external exams when required
- To accompany visits and field trips as required
- Participation in transition, break and lunch duties when required



The Assistant Year Leader may cover some lessons.

Cover

- To provide classroom supervision and deliver pre-planned lessons to whole classes in the absence of the teacher.
- To create an orderly and purposeful environment for students to complete the tasks as set by the classroom teacher.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- To undertake training in classroom supervision and management on appointment and update as appropriate.
- To participate on patrol and lunch duties as required.
- To administer and assess routine tests and undertake routine marking of students' work

Shared responsibilities as a member of the Support Team

- Help ensure the smooth running of the school.
- Contribute to the development of administration and other procedures that are conducive to efficient and effective operation and supportive of the core purpose of the school (student learning).
- Support other members of the team in the fulfilment of their responsibilities.
- Supervision of lesson transitions throughout the day at the location indicated by the Assistant Headteacher – Learning Environment.
- Lunch and end of day supervision according to the rota.
- Ensure confidentiality at all times.
- Maintain productive and efficient time management during the working day.
- Notify your line manager of any unforeseen problems where appropriate and in a timely fashion.
- Maintain and develop a professional working relationship with all stakeholders and outside organisations.
- Follow school policy, procedures and ethos of the school.
- Check, respond and action, as appropriate, all communication from stakeholders within 1 working day.
- Carry out administrative tasks as directed by your line manager.
- Attend yearly school events: Inset Days, Open Evening, Presentation Evenings, Year 6 Induction and Parents' Evenings (according to your Contract of Employment).
- Effective line-management (where relevant) through rigorous appraisal, CPD and holding colleagues accountable.
- Contribute to the Child Protection and Safeguarding ethos of the school.
- Additional duties/responsibilities as required by the Headteacher/Line Manager.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school is committed to safeguarding and promoting the welfare of children and young people.

Please note that Marriotts School operates a no smoking policy.

April 2026



Assistant Year Leader Person Specification

	Requirements	Essential/ Desirable	How this will be assessed
Qualifications	Educated to GCSE 'C' Level standard, particularly Maths and English.	Essential	Application
Experience	Understands the necessity to work as a team and support colleagues and is flexible.	Essential	Application and interview
	Previous experience of working in a school environment.	Desirable	Application and interview
	Ability to manage behaviour effectively	Essential	Application and interview
	Ability to manage students in a classroom setting	Essential	Application and interview
Knowledge	Knowledge of SIMS or SIMS.net database	Desirable	Application and interview
Skills and competencies	Good ICT skills – Excel, Word etc	Essential	Application and interview
	Ability to meet milestone and deadline dates	Essential	Application and interview
	Ability to use own initiative	Essential	Application and interview
	Ability to work with a high degree of accuracy.	Essential	Application and interview
Communication skills	Excellent communication skills, written and oral.	Essential	Application and interview
	Ability to interact with students, staff and other stakeholders	Essential	Application and interview
Personal Attributes	Ability to stay calm, patient and polite whilst working under pressure.	Essential	Application and interview
Other	Ability to maintain confidentiality	Essential	Application and interview
	Committed to continuing professional development of self and others within the school.	Essential	Application and interview
	Is willing to contribute to the broader life of the school.	Essential	Application and interview
	Good sense of humour.	Essential	Application and interview