



## Job Description

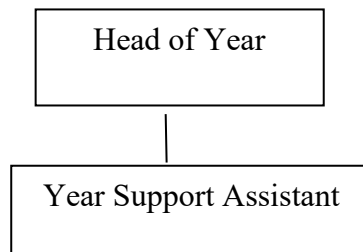
**Job Title:** Year Support Assistant

**Grade:** OAT Grade 5

**Reports to (job title):** Head of Year

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**DBS Check applicable?**

Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:**

No. of direct reports: 0

No. of indirect reports: 0

**Size of budget:**

- state whether *accountable* for (i.e.budget holder) or *accounting* for (e.g. monitoring)

**Job Purpose:**

To assist the Head of Year in supporting students and achieving their targets in the vertical House system.

## **Main Duties and Responsibilities:**

### **Support to Students**

1. Recording 'rewards and sanctions' to include the preparation of certificates and presentation documentation for disciplinary hearings, exclusions, referrals etc.
2. To provide support and intervention to promote positive student performance, behaviour and well-being.
3. To help with general student supervision duties.
4. Investigating and dealing with minor student issues
5. To support and assist pupils in managing their own behaviour and in achieving their social and behavioural targets both in and outside the classroom.
6. To set a good example to students through their own presentation and personal and professional conduct.

### **Support to Staff**

1. To support Heads of Year, senior staff and teaching staff with student's issues.
2. Working as part of a team to promote and support whole school policies, including behaviour, rewards, attendance and punctuality.
3. Writing reports on the problems dealt with for referral to Heads of Year or liaising verbally with them.
4. To keep up-to-date records of issues dealt with.
5. Liaising with teachers, pupils, parents, outside agencies as directed by Heads of Year.
6. Responding to parent telephone calls and meeting requests when Heads of Year are unavailable.
7. Telephoning/meeting parents when required to do so by Heads of Year.
8. Logging reports of incidents electronically.
9. Helping with pastoral administration.

### **Support to Academy**

1. Contribute to the overall ethos/work/aims of the Academy.
2. Appreciate and support the role of other professionals.
3. Be aware of and comply with policies and procedures relating to child protection.
4. Attend and participate in relevant meetings as required.

5. Participate in training and other learning activities and performance development as required.
6. To assist in establishing good relationships with students, parents and carers and provide information about social and behavioural progress and targets.
7. To contribute, where appropriate to extra-curricular activities in order to provide further opportunities for pupil's academic, social and cultural development.
8. To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential or sensitive information.
9. As directed by the line manager the post holder may also be required to undertake other duties commensurate with the grade in relation to a post of this nature.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

**DATE:** November  
2025

**COMPLETED  
BY:**

Assistant Principal